

Energy Management Specialist – Student Worker

Position Details

Class Code: 7203

Job Family: Student Worker - Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: Pay Grade N/A (Not on the Support Professional Salary Schedule)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision of Clark County School District (CCSD) employees, receives training on how to inspect, monitor, and survey school/facility energy conservation programs, and recommend corrective solutions.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Observes and may assist in facility inspections assessing operating efficiency, comfort level, and compliance with CCSD energy policies.
2. May assist in identifying conditions contributing to energy waste and poor heating, ventilation, air conditioning, and refrigeration (HVACR) performance; may make recommendations to improve energy efficiency and performance.
3. Observes promotion of the energy conservation program through conferences with building administrators and custodians to reach CCSD energy use goals.
4. May assist in maintaining records of locations, types, and number of utility meters.
5. May assist with designs, sketches, drawings, and measurements for use in energy waste or consumption calculations.

6. May assist with troubleshooting, installing, and repairing lighting, HVACR time clocks, lighting photocells, and energy management systems (EMS).
 7. Observes and may assist in installing/repairing EMS and HVACR systems.
 8. Observes integration of life safety systems and HVACR equipment to ensure compatible operation.
 9. Observes collaboration between CCSD employees and energy management contractors to ensure newly-installed EMS equipment is performing to specifications.
 10. May provide technical assistance to the EMS office, as needed.
 11. May assist in developing energy audit report cards informing Principals and Custodians of their facility's energy efficiency.
 12. Observes and may assist Skilled Trades Assistants (STAs) or Utility Workers, as assigned.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Learns to evaluate and implement energy conservation/maintenance programs via facility inspections and collaboration with facility administrators, Custodians, and other CCSD staff, through on-the-job training/experience.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to gain general knowledge of building construction, mechanical/electrical systems, and disc operating systems.
2. Ability to learn how to utilize computer-operated EMS.
3. Ability to learn to recognize, understand, interpret, and apply all local, state, federal, and national codes/regulations, including Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), Americans with Disabilities Act (ADA), etc.
4. Ability to learn how to work independently.
5. Ability to learn how to gain cooperation and conformance without authority.
6. Ability to learn how to analyze facility energy efficiency.
7. Ability to learn how to perform mathematical calculations and analyses.
8. Ability to learn how to communicate clearly, verbally and in writing.
9. Ability to learn how to distinguish color-coded wires.

10. Ability to learn how to safely move heavy objects.
 11. Ability to learn how to work flexible hours/shifts.
 12. Ability to learn how to work in confined areas.
 13. Ability to learn how to withstand heights and perform work safely.
 14. Ability to learn how to work cooperatively with employees, other students, and the public.
 15. Ability to learn how to recognize and report hazards and apply safe work methods.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. Current CCSD student in grade 11 or 12.
2. Current grade point average (GPA) above 2.0.
3. School and Family Agreement Form from your school counselor.
4. Students must be able to provide their own transportation.

* This temporary position is not on the Support Professional Salary Schedule.

* Incumbents will be compensated the current Nevada hourly minimum wage rate.

* There are no benefits attached to this position.

Licenses and Certifications

Occupational Safety and Health Administration (OSHA) 10 certification. If certification is not in possession at time of application, it must be obtained within five (5) months of hire into the position. Certification must be maintained for duration of assignment.

Certification can be obtained online or in-person. A copy of the certification must be uploaded into the application.

Preferred Qualifications

Training and/or coursework related to position expectations.

Document(s) Required at Time of Application

1. Proof of CCSD grade 11 or 12 enrollment and GPA above 2.0.
2. Completed and signed School and Family Agreement Form, which must be uploaded into the application.

3. Copy of OSHA 10 certification, if in possession at time of application.
 4. Specific Documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – schools (classrooms, cafeterias, offices, boiler rooms, facility rooftops, chiller rooms, mechanical rooms, construction sites, etc.)

Work Environment

Strength

Medium – exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Ladders, analog/digital temperature analyzers, eye/hearing protection equipment, electronic refrigerant leak detectors, pressure/vacuum pumps, megohmmeters, analog/digital volt-ohm/amp meters, pneumatic calibration gauge kits, handheld radios, cellphone, laptop computer, hand/power tools, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/25/24
- Created: 10/26/21