

Energy Management Systems (EMS) Scheduler

Position Details

Class Code: 7207

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, schedules Energy Management Systems (EMS), for facility usage. Assists field Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) and Energy Management Technicians in using EMS software and troubleshooting general field equipment problems.

Essential Duties and Responsibilities

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

1. Utilizes computerized EMS to manage/schedule heating, air conditioning, and lighting systems for facility usage.
2. Utilizes the Maintenance Department work order system to process and schedule work orders.
3. Coordinates work order scheduling changes/deviations with Clark County School District (CCSD) staff (operations managers, facility service representatives, warranty specialists, inspectors, department supervisors, and site administrators).
4. Prepares time and materials estimates and work schedules.

5. Responds to phone calls from operations managers, facility service representatives, and site administrators; determines necessary action(s) and informs appropriate supervisor/administrator.
 6. Assists in evaluating and purchasing materials for specific work orders.
 7. Assists in maintaining appropriate logs/records according to department procedures.
 8. Prepares reports for Energy Conservation Section use, including Summer Shutdown Schedules and EMS/equipment trends.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves utilizing EMS software to schedule HVACR and lighting systems at CCSD buildings.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computers and software applications relative to building mechanical/electrical system operations and management.
2. Knowledge of Maintenance Department work order system.
3. Basic knowledge of HVACR systems.
4. Basic knowledge of local utility rates/structures.
5. Knowledge of construction trades and materials.
6. Knowledge of schedule analysis and production patterns.
7. Ability to interpret written and verbal instructions.
8. Ability to meet predetermined deadlines.
9. Ability to work flexible hours/shifts.
10. Ability to judge when to act independently and when to refer situations to a supervisor.
11. Ability to plan, develop, learn, and apply work procedures.
12. Ability to read maps and printouts.
13. Ability to summarize and communicate information clearly and concisely.
14. Ability to write clearly, legibly, and quickly.
15. Ability to work under pressure.
16. Ability to work cooperatively with employees, vendors/contractors, and the public.
17. Ability to recognize and report hazards and apply safe work methods.

18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Minimum of one (1) year demonstrated experience with software applications (Microsoft Word, Excel, Access, or PowerPoint).
3. Minimum of one (1) year demonstrated experience with work order systems.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. A license must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Experience with Building Automation System (BAS) scheduling.
 2. General knowledge of energy management practices and procedures.
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Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – offices and schools (classrooms, science labs, locker rooms, cafeterias, restrooms, gymnasiums, chase-ways, etc.), building rooftops, construction sites, etc.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/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 levels ranging from moderate to loud for occasional to frequent time periods.

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

Computers, printers, telephones, calculators, copiers, fax machines, blueprints, specifications, office equipment, general hand 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: 02/07/24
- Created: 04/16/12