

# Energy Management Supervisor

## Position Details

Class Code: 7208

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, supervises assigned staff, plans, develops, and implements Energy Management Systems (EMS) and the Energy Conservation Program.

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## Essential Duties and Responsibilities

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

1. Serves as the point-of-contact for the Clark County School District's (CCSD) energy conservation programs.
2. Supervises, plans, and coordinates work schedules of assigned staff.
3. Plans, coordinates, and assists in developing and implementing CCSD Energy Conservation Program, including policies/procedures, planning, scheduling, and conducting energy conservation trainings for CCSD staff.
4. Attends meetings to coordinate and communicate CCSD Energy Conservation Program goals to other departments.
5. Evaluates and recommends energy management software to accomplish Energy Conservation Program goals.
6. Plans, develops, implements, directs, and monitors the Energy Conservation Program; implements actions to maximize energy conservation.
7. Coordinates energy conservation tasks with school/facility administrators.
8. Manages, monitors, and initiates mandated energy conservation training.

9. Establishes, implements, and revises energy-efficient schedules at monitored facilities.
  10. Develops solutions to energy conservation problems.
  11. Reviews and analyzes energy management data; prepares energy conservation management reports.
  12. Prioritizes school comfort over energy efficiency during occupied hours.
  13. Provides input for the evaluation of assigned staff.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks as related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves supervising, planning, inspecting, and evaluating the work of the Energy Management and Energy Conservation staff.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of Heating, Ventilation, Air-Conditioning, and Refrigeration (HVACR) and EMS.
2. Knowledge of building construction.
3. Knowledge of mechanical/electrical systems, practices, and procedures.
4. Knowledge of the characteristics and limitations of centrifugal/reciprocating chillers, variable volume hydronic systems, packaged heating/cooling systems, variable air volume systems, multi-zone systems, air handling systems, boilers, and pumping systems.
5. Knowledge of electrical control systems applicable to climate control.
6. Knowledge of pneumatic/electronic control systems, Direct Digital Control (DDC) systems, and BACnet/LON systems.
7. Knowledge of HVACR trade and Environmental Protection Agency (EPA) Clean Air Act practices/procedures.
8. Knowledge of electrical/mechanical lockout-tagout procedures per Occupational Safety and Health Administration (OSHA) guidelines.
9. Ability to supervise and evaluate employees.
10. Ability to recognize, understand, interpret, and apply all local, state, and national codes/regulations, including Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC),

- Americans with Disabilities Act (ADA), and American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), etc.
11. Ability to learn and use various operating systems (disc operating system (DOS), Windows, etc.).
  12. Ability to program and test in multiple software languages (GNU Common Lisp (GCL), Graphics Applications Programming Language (GPL), Basic, etc.).
  13. Ability to troubleshoot and repair electrical/pneumatic control problems.
  14. Ability to analyze and repair facility energy deficiencies.
  15. Ability to read and interpret mechanical/electrical drawings, prints, and schematics.
  16. Ability to distinguish color-coded wires.
  17. Ability to gain cooperation and conformance without authority.
  18. Ability to interpret and perform mathematical calculations.
  19. Ability to communicate clearly, verbally and in writing.
  20. Ability to work independently.
  21. Ability to meet predetermined deadlines.
  22. Ability to plan and organize work.
  23. Ability to safely move heavy objects.
  24. Ability to work flexible hours/shifts.
  25. Ability to withstand heights, extreme heat/cold, and confined areas for extended periods of time.
  26. Ability to work cooperatively with CCSD staff, students, and the public.
  27. Ability to recognize and report hazards and apply safe work methods.
  28. 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. Eight (8) years' experience as a journeyman HVACR technician or EMS Technician II, including three (3) years' supervisory experience; or, Eight (8) years' experience (CCSD, out-of-district, or both) in an HVACR or EMS trade position (technician I/II, systems control technician, energy management technician, etc.), including three (3) years' supervisory experience; or,

An associate degree in mechanical operations or engineering, and five (5) years' experience as an Energy Management Technician/Mechanic, including three (3) years' supervisory experience.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. 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.
4. EPA Section 608 certifications – Types I and II.

## **Preferred Qualifications**

1. Associate Degree in mathematics, computer science, engineering, or mechanical operations.
2. Certified Training on the following energy management systems: Metasys, Delta, Seibe, Automated Logic, Tridium, Alerton.

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## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Safe driving record.
6. EPA Section 608 certifications – Types I and II.
7. Specific documented evidence of training and experience to satisfy qualifications.

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## **Examples of Assigned Work Areas**

CCSD facilities – offices, schools, mechanical equipment rooms, and classrooms.

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## **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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, copiers, fax machines, digital multi-meters/test equipment, hand/power tools (screwdrivers, wrenches, drills, saws), etc.

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### **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: 07/14/04