



Job Title:	Energy Management Technician	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Facilities	Pay Grade:	Maintenance Pay Group 3
Dept. /School:	Maintenance Department	Date Revised:	11/15/2011

Primary Purpose:

Under general supervision, perform energy inspections, complete energy conservation projects, adjust HVAC equipment for optimum performance, evaluate energy conservation projects for return on investment, and keep apprised of industry advances regarding energy conservation equipment and practices.

Qualifications:

Education/Certification:

High school diploma or GED required
Valid Texas driver's license

Special Knowledge/Skills:

Knowledge of HVAC repairs, maintenance, and installation techniques
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Knowledge of electricity principles

Experience:

Five years electrical or HVAC experience

Major Responsibilities and Duties:

Energy Conservation Inspection:

1. Perform inspections of HVAC equipment to ensure optimum performance.
2. Adjust HVAC equipment to design specifications.
3. Inspect electrical equipment for performance.
4. Evaluate facility lighting for optimum usage and efficiency.
5. Replace inefficient fixtures, lamps, or ballast with improved technology.
6. Calibrate, repair, or adjust temperature controls and set-points.
7. Receive and complete work orders.
8. Prepare return on investment reports.
9. Maintain accurate records of projects and cost savings analysis.
10. Maintain inventory of district owned tools.
11. Inspect complete projects and jobs for specification compliance.
12. Respond to emergency calls as needed.

Safety:

13. Perform recommended preventative maintenance on tools and equipment.
14. Operate tools and equipment according to established safety procedures.
15. Correct unsafe work conditions and report any conditions to supervisor immediately.
16. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Various meters, gauges, ladders, hand tools, power tools, propane torches, etc. Light trucks and vans. Vacuum pumps, Freon recovery machines, scaffold, and power lifts.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, crawling, heavy lifting, and carrying heavy equipment. Work in tiring and uncomfortable positions both inside and outside. Exposure to extreme temperatures both inside and outside. Frequent district wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.