



JOB DESCRIPTION
Energy Management Systems Technician

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The Energy Management System Technician under the direct supervision of the Director of Maintenance plans, organizes, and coordinates the energy management program for the District to ensure an efficient and effective system district wide that provides for the comfort, health, and safety of the students and staff.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Valid Texas driver's license, insurable with the Judson ISD insurance carrier and a good driving record
- Five years experience with energy management systems energy controls.
- Maintains city or state license as required. Minimum journeyman's license.

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of energy management program development and implementation
- Ability to analyze and interpret data
- Ability to implement policy, procedures, and data
- Ability to read and interpret blueprints and schematics
- Ability to conduct on-site inspections of all district facilities
- Ability to use personal computer and software to develop spreadsheets and databases
- Strong organizational, communication, and interpersonal skills

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance policies and safety procedures.
2. Performs maintenance, repair, installation and inspection of all boiler, chiller, air conditioning, heating and refrigeration controls.
3. Responsible for the operation of all district controls relating to the mechanical operations of the district.
4. Maintains and operates all district wide energy management systems and develops computer programs as required to ensure optimum building comfort and energy efficiency.
5. Evaluates and recommends equipment for new installations to the District Architect.
6. Possesses thorough knowledge of energy management computer systems and electrical theory.
7. Must be proficient in reading and interpreting schematics and control diagrams.
8. Has ability to design and layout energy management systems for existing and new installations.
9. Programs energy management computer for all school functions requiring heat and air conditioning (during and after normal school hours).
10. Monitors utility usage and develops optimum operating schemes for HVAC systems at all facilities.
11. Possesses knowledge of all types of heat, air conditioning, ventilation and controls equipment used by the district.
12. Performs testing and balancing on district wide HVAC systems.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Able to concentrate, communicate, interpret procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Able to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs, ladders, scaffold, or ramps, balance, stoop, kneel, crouch, crawl, pull, push, reach, repetitive hand motions, hear, speak, maintain visual acuity, distinguish colors, drive and travel frequently within the district. Able to work inside and outside in humidity extremes, and works around machinery with moving parts.

SUPERVISORY RESPONSIBILITIES:

Monitors the work of the Assistant Energy Management Systems Technician

EQUIPMENT USED:

Computer

Manual Trades Pay Grade: 9

Days: 260

Wage/Hour Status: Nonexempt

Updated: March 19, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

I acknowledge and understand the primary functions, duties, and responsibilities listed above for this position.

Richard Charles Schwall

Date

Your Campus/Department

Please sign one copy and return to your campus/department secretary. The other copy is for your records.