



JOB DESCRIPTION

Energy Management Assistant Technician

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The Energy Management Assistant Technician assists with 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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of computer input and operations procedures
- Possesses mechanical aptitude and is familiar with air conditioning and heating systems
- Effective written and verbal communication skills
- Effective planning and organizational skills
- Ability to work independently

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance Policies and safety procedures
2. Assists in the repair and installation of all district control apparatus for refrigeration, heating systems and ventilation equipment.
3. Performs computer operations of energy management systems as directed.
4. Assists the district Energy Management technician as required to perform all duties of that position.
5. Assists in testing and balancing on district wide HVAC system.
6. Performs overtime as required and authorized.
7. 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: Ability to concentrate, communicate, interpret procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability 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:

None

EQUIPMENT USED:

Computer

Manual Trades Pay Grade: 5

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.