

MANAGER, ENERGY SERVICES

DEFINITION

Under general direction, plans, organizes, manages, administers, coordinates, and directs operations and activities involved in the energy efficient operation of the District's chilled water central plant, natural gas fired cogeneration plant, and thermal energy storage equipment; oversees the operation of various energy management systems; monitors daily usage of electricity and natural gas and prepares, interprets, and presents reports of energy usage; develops, monitors, and communicates effective energy saving strategies to the campus community, develops and manages energy savings projects and assists in the planning, design, and construction of new and modernized energy efficient buildings and infrastructure systems; provides highly complex and responsible support to the Director, Facilities Planning and Management in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Facilities Planning and Management. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for managing energy efficiency programs of the Facilities Planning and Management Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Facilities Planning and Management in a variety of areas. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating programmatic work. This class is distinguished from the Director, Facilities Planning & Management in that the latter has overall management responsibility for District-wide facilities and maintenance programs, services, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the operations and activities of the energy efficient operations of the District's chilled water central plant, natural gas fired cogeneration plant, thermal energy storage equipment, and other self-generation equipment as required.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned operations; recommends within departmental policy, appropriate service and staffing levels and resources; recommends and administers policies and procedures.
- Coordinates the work plan for the assigned staff; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director, Facilities Planning & Management.
- Participates in the development and administration of the assigned budget; determines and recommends equipment, materials, and staffing needs for assigned energy efficiency programs, services, and projects; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for procurement; participates in formal and informal bid processes for projects related to the area of assignment, as necessary.

- Performs routine inspections to monitor and verify the quality of work performed and services provided.
- Interacts with the Southern California Air Quality Management District (SCAQMD) and other agencies to ensure that the plant operates within stated tolerances and is in compliance at all levels; develops, maintains, and presents reports to demonstrate continuous energy efficient operation of the plant and plant systems; serves as a liaison with utility companies, regulatory agencies, and various other outside organizations.
- Oversees the operation of various energy management systems for the efficient operation of College heating, ventilation, and air conditioning (HVAC) equipment, interior and exterior lighting, and other centrally controlled systems.
- Manages staff and contractors assigned to the daily predictive, preventative, and responsive maintenance of campus-wide energy management equipment, centralized HVAC and lighting controls, metering systems, and other centralized systems.
- Develops and implements predictive and preventative maintenance plans for energy management systems and equipment.
- Monitors daily usage of electricity and natural gas at the building and building sub-system levels; prepares, interprets, and presents reports of energy usage at all levels; develops recommendations for energy efficiency programs and projects.
- Leads and/or assists in efforts to generate outside fund sources to support energy efficiency efforts.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the energy efficiency programs; participates in campus events to promote and support a District-wide culture of sustainability.
- Assists in the planning, design, and construction of new and modernized energy efficient buildings and infrastructure systems; reviews plans, specifications, and submittals to ensure compliance with campus standards for energy efficient systems and controls; assists in obtaining special energy efficiency certifications of the campus and campus buildings; participates in building commissioning activities related to energy efficiency.
- Participates in the implementation and operation of the department's computerized maintenance management system (CMMS); ensures that assigned work orders are initiated, received, prioritized, coordinated, completed, and closed to ensure superior customer service.
- Communicates with administrators, staff, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Maintains and directs the maintenance of working and official files.
- Prepares, reviews, and presents staff reports, updates, and reports on special projects as assigned by the Director, Facilities Planning and Management.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Acts as a primary responder to coordinate the emergency and after hours response to urgent facility needs.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and program management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of developing, implementing, and evaluating energy efficiency programs, including energy management and engineering, sequence of operations, EMS programming, and control systems operations.
- Planning, organization, and direction of operations and activities involved in the maintenance and repair of chilled water central plant equipment, cogeneration equipment, thermal energy systems, and HVAC and lighting controls.
- Building construction practices and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned area of responsibility.
- Provide administrative and professional leadership and direction for assigned area of responsibility.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer energy efficiency programs, services, projects, events, and activities.
- Effectively represent the District and the department in meetings.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in engineering, architecture, construction management, business or public administration, or a related field and five (5) years of increasingly responsible experience in facilities management which has included the development, implementation, and maintenance of energy efficiency programs.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Employees may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.