

**GRANITE SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

**Job Title:** Energy Management Specialist  
**Supervisor's Title:** Foreman, Plumbing and HVAC-R  
**Date Prepared:** 5/99 **Date Reviewed:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_  
**Employee/Incumbent Review** \_\_\_\_\_ **Immediate Supervisor Review** \_\_\_\_\_  
**Dpt Apprvl** \_\_\_\_\_ **GCEA Review** \_\_\_\_\_ **HR Apprvl** \_\_\_\_\_ **Supt. Apprvl** \_\_\_\_\_  
**Job Location:** Maintenance Services **Lane** \_\_\_\_\_  
**Implementation Date:** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

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**JOB SUMMARY**

Maintains and programs district computerized energy management control systems. Through the use of monitors at a remote location, controls the heating, ventilating, cooling systems in the district buildings.

**ESSENTIAL FUNCTIONS**

- At a remote location uses control software to maintain stop and start programs for HVAC equipment because of activity cycles and schedules of various buildings.
- Monitors and adjusts temperatures, hot deck mixed air, return air, discharge air and heating water temperatures.
- Assists energy management coordinator inspect contracted installations of energy management systems.
- Assists heating leadman to train journeymen on computer control.
- Makes frequent on-site visits to ensure accuracy of computer feedback and programming.
- Participates in education & compliance requirements of apprentices in techniques, equipment, safety, policies and procedures, as necessary.

**NON-ESSENTIAL FUNCTIONS**

Occasional duties as assigned within skill level.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Must be able to read relevant drawings and blueprints. Must understand the mechanics of major energy related equipment and control systems. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations.

### **REQUIRED EDUCATION AND TRAINING**

Must have a high school diploma or equivalent. Must have completed two years of full time equivalency of formal education as prescribed in Granite School District HVAC-R apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

### **REQUIRED PRIOR WORK EXPERIENCE**

Requires four years of job related and carefully monitored training in the district designed HVAC-R apprenticeship program. In addition, must have completed one year as a qualified HVAC-R journeyman with demonstrated competence

**Note:** The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

### **DECISION MAKING**

Verifies that pre-determined criteria is at appropriate temperatures at various locations at various times of the day and night. Makes on-site decisions about effectiveness of monitoring equipment and may make appropriate adjustments, repairs and replacements. Contributes to planning of new buildings and remodeling of existing ones to maximize the efficiency of temperature control systems. May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

### **WORKING CONDITIONS**

Travels frequently to make on-site inspections, adjustments and repairs. Work is mostly indoors. Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

### **PHYSICAL DEMANDS**

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.