



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ENERGY MANAGEMENT TECHNICIAN	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: 2012-2013 Classification Study		Board Approved:

JOB DESCRIPTION:

Under general supervision and in keeping with District-wide sustainability initiatives, design, monitor, maintain and upgrade the software applications and communications peripherals of the Energy Management System; ensure efficient operation and integrity of the Energy Management System; provide training and support to users; dispatch the work of skilled maintenance workers; and perform related work as required.

SCOPE:

The Energy Management Technician configures, analyzes and troubleshoots the Energy Management System (EMS) software; analyzes requests for service and reported problems with heating, ventilating, exterior lighting and air conditioning systems; monitors the EMS to ensure operations; provides training to users and acts as lead worker to other Facility Operations staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Configures, analyzes and troubleshoots energy management software for the Santa Rosa campus, and prepares program documentation and flow charts; performs data recovery and backup duties.
2. Designs, administers and monitors EMS software configurations.
3. Uploads and downloads information from remote and local networks to aid in the efficiency of energy management of the campus.
4. Monitors the efficiency of energy management operations, detecting, where possible.
5. Generates and prepares energy usage reports.
6. Responds to calls for heating, ventilating, air conditioning, and exterior lighting service; independently determines whether to dispatch appropriate staff or to resolve problems remotely via the Energy Management System.
7. Assists in the writing of specifications for additional energy management systems.
8. Provides training to campus users and Facilities Operations staff.
9. Maintains department website.

EMPLOYMENT STANDARDS

ABILITY TO:

Configure, analyze and troubleshoot software applications; read technical diagrams and instructions and apply information; work from building plans and specifications; perform adjustments when required and troubleshoot peripheral equipment operating problems; stay current in the operation, use, and maintenance of energy management software systems; give, follow and understand oral and written directions; communicate effectively in English; maintain records; work independently with a minimum of supervision; interpret and apply District policies and procedures; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Energy management systems; principles, practices, and techniques of computer programming languages and operating systems; microcomputer application software including word processing, spreadsheets, databases, desktop publishing, website development, charts, energy management and service request systems and drafting applications; accounting and purchasing principles, practices and techniques; and standard office equipment.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Two years of college-level coursework in Computer Science or related areas.

Preferred:

MCP (Microsoft Certified Professional) Certificate

Experience:

Increasingly responsible experience with multiple energy management systems.

LICENSE OR CERTIFICATE:

Building Operations Certificate is preferred. This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Ability to complete the following trainings as required: forklift operation certification, lock out tag out, fall arrest, confined space, MSDS, asbestos and lead identification, ladder safety, emergency evacuation, in-house OSHA and respirator training.