



Job Description

Job Title: Energy Manager

JTC: CCB

Salary Range: N07

FLSA: Exempt

Since 1965, we have served more than three (3) million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for developing, coordinating and implementing strategies to reduce energy and water consumption district-wide through conservation measures, assessment of business decisions for sustainability and seeking out opportunities for increasing energy efficiency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and ability to perform in-depth analysis of commercial building operations to include HVAC, electrical, plumbing, emissions, custodial and landscaping in order to increase efficiency and reduce energy related costs. Ability to read, analyze and interpret building documents, plans, drawings specifications and related state/federal rules and regulations. Ability to implement and utilize new technology and best practices to optimize energy usage.

Experience with sustainability initiatives such as reduction of greenhouse gas emissions, collecting data for the Sustainability Tracking, Assessment and Rating System (STARS), recycling, carbon footprint reduction, etc. Ability to model and predict the viability of energy related initiatives and projects. Must have a deep understanding of ratchet and demand charges, as well as 4CP events and how to operate buildings to mitigate their effect. Able to understand and correct power factor problems.

Must be able to work independently and in a collaborative team environment. Able to develop strong working relationships with team members, key stakeholders, internal and external constituents from diverse backgrounds in order to meet business needs. Must be able to provide guidance and support to employees to improve the value of the organization and create a positive work environment.

Must have strong organizational and time management skills as well as the ability to multitask, prioritize, plan and lead projects as assigned. Able to identify problems and determine the best solution to resolve the issue(s). Ability to adapt to changes in work environment, work priorities, organizational and/or customer needs.

Must have strong analytical, evaluative and objective critical thinking skills, oral and written communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community. Able to analyze data and prepare reports, develop and maintain recordkeeping systems and procedures.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus five (5) years of related work experience. Certified Energy Manager (Association of Energy Engineers) certification is required. Official transcripts and certificate of certification are required. Must have a current and valid Texas driver's license. May be required to work hours other than 8:00 am to 5:00 pm, Monday through Friday. *** *Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.* ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Defines, implements and delivers an effective district-wide energy and water usage monitoring and reduction plan working closely with internal/external partners within the DCCCD network community to ensure successful outcomes. Adheres to institutional and/or organizational policies and procedures. Ensures compliance with current and emerging energy and environmental legislation through professional development opportunities.

Reviews and analyzes the use of district-wide utilities and conducts energy audits maintaining applicable records and computerized databases. Reviews and analyzes data and prepares reports to demonstrate the effect of energy management initiatives and presents findings to district leadership, Board of Trustees and other stakeholders and constituents, as applicable. Maintains confidentiality and high ethical standards.

Collaborates with stakeholders and constituents to implement/improve processes and procedures to ensure that energy efficiency factors are incorporated into all development, planning and operational activities. Serves as project manager and primary point of contact for assigned energy services projects. Develops or participates in the development and implementation of district-wide energy management related training to ensure adherence to industry standards.

Monitors buildings in order to identify areas where energy is wasted or energy efficiency needs improvement, analyzing utility usage in order to develop conservation projects. Reviews utility bills to identify, analyze and correct billing errors. Oversees activities of contractors, vendors and suppliers related to energy system installations, commissioning and operations.

Utilizes excellent interpersonal and communication skills when interacting with diverse internal/external stakeholders and constituents within the DCCCD community network to increase organizational awareness of the importance of reducing carbon dioxide emissions, using renewable sources of energy and minimizing wastage to improve energy efficiency.

Completes required DCCCD professional development training hours per academic year. Performs other duties as assigned.



Dallas County Community College District

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.