

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** ENERGY SPECIALIST

**TITLE #:** 1266

**DISTINGUISHING FEATURES OF THE CLASS:** This position implements and promotes energy use and conservation programs within a school district. In accordance with provided training and instruction and under broad level policy and guidelines, an incumbent is responsible for the development, application, monitoring and review of an energy consumption and accountability program for the purpose of reducing utility consumption in a school district. Work is performed during various hours including nights and weekends and also involves physical inspections of buildings, heating plants, and district facilities. Any necessary technical or specialized training required for this position will be provided on an ongoing basis, and may be provided by outside consulting services. Work is performed under the general supervision of a higher level administrator with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not an aspect of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Develops, monitors and administers a school district's energy management program;

Researches the latest developments in the fields of energy management and alternative energy sources and ensures the district is in compliance with State and Federal energy use policies;

Works with administration and technical staff to ensure district facilities and policies reflect energy use optimums;

Promotes the program using both internal and external resources and involves district staff and students in taking ownership for the success of the program;

Serves as the district representative at seminars and conferences relating to energy use and conservation;

Attends all required trainings;

Monitors energy usage, maintains detailed records and billing reports, and prepares budgets and project cost estimates;

Prepares periodic reports for the Superintendent, school board and administration;

Conducts regular inspections of facilities to ensure operating efficiency, optimum educational environment and compliance with the district's energy policy;

Coordinates with administration on the installation and/or repairs of energy management systems and maintains wiring and installation diagrams of the systems;

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Assists with the design, maintenance, and any necessary updating of the programming for computerized energy management systems to ensure operating efficiency;

Implements weekday, weekend, holiday, and summer shutdown checklists for all district buildings;

Ensures district participation in any rebate programs offered.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of current energy conservation methods in order to monitor all aspects of the program; good knowledge of policies and practices for local, state and federal regulations in use of energy to ensure that the district is in compliance; good knowledge of Microsoft office suite computer applications to prepare correspondence and reports, maintain records and to prepare and manage a budget; ability to communicate and write at a high technical skill level; ability to exercise independent judgment in implementation of policy; ability to analyze and interpret technical data and communicate it to non-technical individuals; ability to establish and maintain effective working relationships with others; ability to prepare detailed graphs, charts, and reports; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree and six (6) months of work experience which involved educating or training in a public school; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and one (1) year of work experience which involved educating or training in a public school; OR
- (C) Completion of sixty (60) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years of work experience which involved educating or training in a public school; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license.

**JURISDICTIONAL CLASSIFICATION:** Competitive

REVISED: 2/26/20 AT