



Job Title: **Energy Management Control Specialist Level 1 & 2**

Department: **Facilities Services**

Supervisor: **Energy Management Coordinator**

Lane Placement: **ESP Lane 9 or 10**

Schedule: **8 hrs. / 245 days**      Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the direction of the Energy Management Coordinator and Energy Management Lead, the Energy Management Control Specialist will perform specific tasks and trade work associated with the Energy Department responsibilities. This employee must have strong computer skills and a strong ability to interact, train and educate building staff.

## **ESSENTIAL FUNCTIONS**

- Performs daily work orders with attention to cost, safety, and professionalism.
- Performs specific trade work related to the Energy Department responsibilities. Work assignments include and/all aspects of installation, troubleshooting and repair of building automated control systems, mechanical systems, electrical systems (high and low voltage), building automated hardware equipment, lighting control systems and irrigation control systems.
- Performs light to moderate programming and software installation of building automated control systems and irrigation control systems.
- Assists in implementation of district-wide energy programs.
- Trains and directs other maintenance employees as assigned.
- Responds to routine and emergency duties as required.
- On call duties as assigned.
- Shift work may be required.
- Attends scheduled trainings and department meetings.
- Locates and orders parts and materials used to complete work assignments.
- Ensures assigned tasks are completed to district standards.
- Coordinates with other trades as needed.
- Provides support services to other maintenance areas as needed.
- Drives a maintenance vehicle for transportation to work sites.
- Maintains and repairs district tools and equipment.
- Ensures that all safety practices and guidelines are followed.
- Operates equipment associated with assigned trade areas.
- Predictable and reliable attendance

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

- Must be fingerprinted and clear a criminal background check.
- Requires high school diploma, GED, or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires valid Utah Driver License.
- Must demonstrate competence in reading, writing, and math.
- Requires computer literacy to manage functions and systems such as building automated systems, irrigation systems, work orders and computer programs such as word and excel.
- Must have completed a formal accredited apprenticeship program in HVAC or Electrical.
- Previous experience working with building automated systems preferred.
- Operational experience with building automated controls, DDC networking and Ethernet communication between all building automated systems is preferred.
- Knowledge of INET and Struxureware control systems preferred.
- For Lane 10 salary placement one of the following are required:
  - Associate degree in a related field
  - Utah State Masters Electrical License or equivalent HVAC certification
- Experience in installing or repairing building automated systems from electrical or mechanical drawings are preferred.
- Requires skills and working knowledge to independently assess and resolve problems.
- Requires knowledge of current affiliated codes.
- Requires excellent communication and interpersonal skills.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Must demonstrate knowledge of S.D.S. safety procedures.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Requires working outside in all kinds of weather conditions.
- Work requires physical exertion (lifting equipment and materials up to 50 pounds, climbing, working in high places and/or awkward positions, etc.).
- May work with/near chemicals and equipment that are potentially hazardous.
- Must endure many interruptions.
- Some pressure and stress to meet deadlines.
- Work will involve some hazard in the possible exposure to electrical shock.

ADA \_\_\_\_\_ HR \_\_\_\_\_ Effective date: \_\_\_\_\_ 6/8/2020

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*