

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**MANAGER I, ENERGY, SAFETY, AND ENVIRONMENT**

**DEFINITION**

Under the direction of the Chief Facilities Officer, the Manager I, Energy, Safety and Environment supports the educational programs of the district by designing and implementing the Districts energy, safety, and environmental management programs requiring a flexible work schedule and the ability to remain on-call and work nights and weekends.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Perform audits of all District facilities to ensure operating efficiency, optimum educational environment, and compliance with the District's energy policy.
2. Advise, assist and make recommendations on alternate energy sources, consumption and general energy conservation measures.
3. Coordinate the installation, programming, updating and/or repairs of computerized energy management systems; maintain wiring and installation diagrams of systems; ensure operating efficiency; instruct building and maintenance staff on proper operation of the systems and equipment.
4. Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption.
5. Ensure district is on proper utility rate schedule and verify billing and participate in energy rebate programs offered.
6. Collaborate with custodial management staff to ensure efficient energy usage and healthy air quality.
7. Coordinate the installation, operation, and maintenance of building fire alarms and security.
8. Evaluate, delegate and respond to emergencies, vandalism illegal entry, burglary or theft.
9. Monitor state energy conservation grants received by the District.
10. Maintain related records and data as necessary.
11. Implement week-day, week-end, holiday, and summer shutdown checklists for District buildings; direct night setback program for District buildings on week nights, weekends, holidays and summer recess.
12. Implement and organize district-wide meter reading program.
13. Assist the community, staff and students in understanding the District goals and objectives regarding energy conservation and safety.
14. Prepare and present a variety of reports such as energy and water consumption and overall status.
15. Serve as the District representative at meetings, seminars and conferences relating to energy use, conservation, safety and healthy environment.
16. Act as a liaison between the District and outside agencies such as police and fire departments, public health, environmental protection, water and air quality and hazardous materials control.
17. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in the custodial work in a District.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

## **QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; energy management systems; conservation practices.

**Ability to:** Manage, lead and direct related functions and activities; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; plan, organize and administer a comprehensive conservation program; prepare and present oral and written reports and findings; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Graduation from high school or equivalent.

**Experience:** Five years of experience in energy conservation or environmental studies including two years of lead or supervisory experience.

**License:** Valid California driver's license.