



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	AUDITOR ENERGY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8344
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Conducts building energy audits. Monitors energy use and cost data. Develops energy saving strategies and monitors the energy programs for the school District.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Maintains database of the District's energy consumption
- Conducts energy audits of facilities and analyzes results to reduce energy consumption/cost to the District
- Analyzes energy data and initiates action to be taken to correct any related problem
- Meets with building Principals and Plant Operators to plan, implement strategies or resolve energy concerns
- Develops energy saving strategies, develops budgets and plans to apply those strategies
- Prepares grant applications for any federal or state department of energy funding
- Completes energy reports as required by any federal or state agency
- Responsible for conformance to regulations and codes required by the Department of Energy
- Evaluates energy saving devices and equipment that may be used by the District
- Maintains database of the District's pressure vessel; works with the insurance carriers and the state boiler inspectors to keep required records of inspections to the District's pressure vessels
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

**MINIMUM QUALIFICATIONS**

- High school diploma or G.E.D.
- Ability to read blueprints
- Working knowledge of mechanical systems
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Two (2) years of engineering or technical school training
- A strong mathematical background
- Knowledge of industrial temperature controls

Certified State Energy Auditor

Experience in a diverse workplace