



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

JOB TITLE:	AUDITOR ENERGY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 13
WORK YEAR:	260 DAYS
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