



Title:	Energy Coordinator
Reports to:	Maintenance Director
Terms of Employment:	12 Months
Salary:	TBD

The employee's primary function is to independently follow established procedures, track and log all energy usage for the school district, and complete monthly energy audits at each location. Provide audit information for Principals, Maintenance Director, and board of education. Maintain computer controls schedules for all HVAC equipment. A primary emphasis will be the operational setup and preventive maintenance inspections of the plumbing, mechanical (HVAC) and electrical components, systems and equipment.

Knowledge, Skills, Abilities, etc.: The employee must be skilled in all facets of general facility/equipment maintenance with a journeyman level of expertise/competence and at least three years prior successful experience as a commercial or institutional plumbing, mechanical and electrical technician. He/she must demonstrate an appreciation for good workmanship, craftsmanship and safety in order to properly use and care for materials, tools, and equipment. A basic education and high school diploma (or the equivalent) is necessary. He/she will be required to:

Read and comprehend work orders, instruction manuals, schematic drawings, building codes, etc.

Document all information relating to work orders and required reports.

Use basic mathematical calculations to estimate and purchase materials, and to measure and layout work.

He/she will independently analyze situations arising during the work day and will be expected to use good judgment to prioritize and complete work assignments safely and expeditiously. He/she will be expected to use good oral communication skills and interact professionally with administrators, other school employees, students, and the general public. He/she must also be punctual and adhere to established working hours, attend work regularly without undue absenteeism, be productive and effectively manage time, and demonstrate a cheerful and cooperative attitude.

Physical Requirements: The employee must lift, maneuver and carry medium to heavy objects (i.e., 50 - 75 lbs); climb ladders and scaffolds (2 story structures); operate hand tools, power tools, mechanical equipment, vehicles, etc. Good manual dexterity, good hand/eye coordination and good visual acuity are required.

Driving Requirements: The employee will be assigned a vehicle (when needed) for all necessary work related travel. A good/safe driving record and valid North Carolina driver's license are required.

WORKING CONDITIONS

The employee will be subject to both inside and outside environmental conditions typical to Scotland County along with occasional exposure to fumes, odors, dusts, mists, oils, chemicals, equipment noise, etc. He/she will be required to function occasionally in close quarters (i.e., small enclosed rooms, narrow aisles, mechanical lofts, crawl spaces, man holes,

etc.) and in proximity to hazardous moving mechanical parts, electrical currents, ladders, scaffolds, power tools, mechanical equipment, tractors, forklifts, etc.

SPECIFIC DUTIES: The employee will.....

Alert maintenance department of scheduled preventive maintenance inspections/repairs (i.e., plumbing, HVAC and electrical components, systems, controls and equipment).

Complete monthly energy audits at each of the Scotland County Schools locations.

Report all repair requirements to the maintenance staff.

Log and track all energy used in the district for creating reports for the board of education.

Monitor Fuel Oil Levels

Monitor Outdoor Lighting at all schools

Assist other mechanics and perform other routine duties as assigned by the maintenance director or superintendent.