

**MECHANICAL & ENERGY SYSTEM MANAGER****DEFINITION**

Under general administrative direction, manages, plans, supervises and coordinates the day-to-day operations and activities of the District's energy management and control systems and energy conservation programs; reviews, interprets, and implements policies, guidelines, and operational procedures concerning the heating, ventilation, and air conditioning operations; supervises, reviews and evaluates the performance of the operational energy conservation staff; advise, counsels, and assists in the development of energy technology applications and does other related work as directed.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Director of Facilities and Planning.

Provides direct supervision to skilled craft and maintenance staff, as assigned.

**EXAMPLES OF DUTIES**

- Manage, plan, supervise and coordinate the operations and activities of the District's energy management and control systems and energy conservation programs.
- Manage and supervise the strategies and remedies to repair, install and maintain all HVAC related equipment in the District.
- Perform technical operational analyses to ensure optimal system operations; write control logic and designing software for sequence of operation parameters.
- Identify and prioritize annual and quarterly service and repair of all HVAC equipment in the District.
- Trouble shoot equipment failures when necessary; coordinate emergency situations requiring immediate attention and resolution.
- Review, analyze, and evaluate the mechanical and energy conservation programs, system maintenance, and participate in the long range planning process; evaluate short term and long term equipment replacement needs; facilitate a smooth and orderly change out of equipment and controls, as needed.
- Plan, organize, and prepare management reports concerning energy technology development projects, and operational performance.
- Evaluate and recommend energy budget needs; research and provide quotes to produce requisitions and for purchase orders for energy management budget.
- Train, supervise and evaluate the performance of the mechanical and energy conservation staff, and assist them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Coordinate, and participate in the in-service and training of user personnel in the energy conservation operational processes.
- Perform other duties as assigned.

## **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Occasional work around machinery with exposure to electrical energy and exposure to dust and grease, oils and smoke or fumes
- Work may require occasional evening and weekend hours.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods, practices and trends concerning mechanical and energy conservation systems and equipment;
- Legal mandates, policies and regulations pertaining to mechanical and energy conservation systems;
- Principles, practices and techniques of organization, supervision, employee motivation and training.

### **Ability to:**

- Perform responsible and technical system analysis, planning and supervision;
- Organize, supervise, train and evaluate the work of mechanical and energy system personnel;
- Prepare and present management reports in a clear and concise manner
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative working relationships.

### **Licenses and Certificates:**

Possession of a valid California Motor Vehicle Operator's License.

Possession of a valid EPA Universal Technician certificate.

### **Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes; operate motor vehicle.
- **Lifting/Pushing:** occasional lifting or pushing of equipment and material weighing up to 100 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.

- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- **Education:** Equivalent to an Associate of Arts or higher degree from an accredited institution, including emphasis in mechanical and energy conservation technology, or a closely related field.
- **Experience:** Four years of mechanical and energy conservation operational experience, including one year in a supervisory capacity.

*Class Adopted: 3/1/09  
Class Amended: XX-XX-XX*