

ENERGY PROGRAM MANAGER

DEFINITION

Plans, develops, implements, manages, and evaluates a District-wide energy management program; identifies and evaluates new and innovative energy technologies for the District and makes appropriate recommendations.

TYPICAL DUTIES

- Provides cost savings to the District by developing energy consumption and unit-cost reduction strategies and specifications; assesses energy demands and adjusts strategies accordingly.
- Makes recommendations for modification of District energy policies and procedures based on prevailing codes, feasibility, maintenance requirements, and cost-effectiveness.
- Analyzes utility information and identifies trends in usage and demand; develops projections of District utility resource needs and options for meeting current and future needs with cost-effectiveness.
- Researches new and innovative technologies/methodologies within the energy industry; monitors energy regulatory climate, and makes appropriate recommendations.
- Acts as single point of contact for the District with LADWP, Edison and The Gas Company involving energy related projects.
- Develops energy project planning proposals; prepares supporting documentation; explains and advocates District project proposals before state agencies.
- Represents the District's interests at various committee and council meetings involving energy related projects.
- Negotiates utility rates and incentive programs for a District-wide energy management program.
- Assists in the development of RFQ'S and RFP'S for the implementation of a District-wide energy management program.
- Develops power purchase agreements for each college.
- Evaluates energy project proposals.
- Develops energy related contracts and negotiates contract scope and cost.
- Assists all colleges and satellite campuses in the implementation of a Central Plant for basic utilities.
- Directs the preparation of the approved specifications and plans for contracts related to energy development.
- Maintains liaison with District administrators and contract architectural and engineering firms to facilitate the design process of a District-wide energy program.
- Reviews plans submitted by commissioned architects for conformance to energy goals and specifications of the District.
- Directs the work of contract architectural and construction management firms, and general contractors for compliance with contract specifications, terms and conditions and authorizing payment in accordance with contract provisions involving energy related projects.
- Monitors the progress of assigned energy related projects through various stages; making adjustments to schedules or scope of work; recommending acceptance of completed projects.
- Assists in the development of time-cost phased schedules for the accomplishment of various phases of project planning and construction.

TYPICAL DUTIES (Cont.)

Provides technical expertise and information on energy projects and installations.
Troubleshoots District wide energy operational problems and develops practical solutions.
Coordinates energy efficient equipment certification with the contract agencies.
Acts as liaison with financial evaluation agencies to ensure feasibility of energy projects.
Assists colleges with timely implementation of Board mandates for energy and completion of energy projects.
Prepares reports, communications, and presentations regarding assigned area.

DISTINGUISHING CHARACTERISTICS

An **Energy Program Manager** plans, develops, implements, manages, and evaluates a District-wide energy management program; identifies and evaluates new and innovative energy technologies for the District and makes appropriate recommendations.

A **Facilities Project Manager** participates with and represents college and District personnel in the development and administration of plans for assigned campus building construction and remodeling projects; technically reviews and submits project plans and applications to the State of California Chancellor's Office for approval; develops project budgets and fiscal controls and approves expenditures; coordinates the implementation of approved projects with various District, state, and local jurisdictions; and maintains liaison with campus and District administration throughout project development and construction.

SUPERVISION

General direction is received from the Executive Director of Facilities Planning and Development. Functional supervision is exercised over commissioned architects, engineers, consultants and contractors employed by the District on an assigned project.

CLASS QUALIFICATIONS

Knowledge of:

Principles of energy conservation technology
Principles of energy management programs
Current trends and developments in the energy management technology field
Cost effective strategies for improving District energy and consumption
Principles and techniques of analyzing energy operations
Engineering, mechanical support systems and environmental design practices and principles as they related to energy management
Laws, codes, regulations, policies and procedures pertinent to utilities planning, design, construction and maintenance
Principles of project management
Principles of budgeting and cost benefit analysis
Organization and management of records
Capabilities of computer applications, systems and hardware

Ability to:

- Plan, organize, and monitor the development and implementation of a District-wide energy management program
- Research new and innovative energy technologies and make appropriate recommendations
- Apply the principles and methods used in energy conservation
- Provide cost savings to the District by development energy consumption and unit-cost reduction strategies and specifications
- Read and interpret architectural and engineering designs, plans and specifications
- Analyze and interpret complex information and make appropriate recommendations
- Anticipate conditions, plan ahead, establish priorities and meet schedules
- Act independently and promptly to situations and events
- Make clear, concise and effective oral and written communications, reports and presentations
- Establish and maintain cooperative and effective working relations with architects, consultants, contractors, and District administrators
- Keep accurate and complete records
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a degree in energy management, engineering, business administration or a related field.

Experience:

Three years of full-time, paid professional-level experience with the development and implementation of an energy management program within a large, multi-facility environment including assessment of new energy technologies and implementation of alternative energy systems. Related experience with an educational institution is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.
Access to an automobile.