

Job Description

Position Title: Manager, Energy Resources

Job Group: Facilities

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Energy Resources manages all aspects of College utility use. Measures and calculates energy use on operational systems. Develops strategies for reducing utility expenses. Serves as onsite resource expert in utility matters for plant operations staff.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Implements energy-related cost-saving utility measures. Configures and programs the Energy Management System software.
2. Participates as team member for organizational projects providing expert input in matters relating to energy performance.
3. Reviews equipment sequences of operation, scheduling, and configuration for opportunities to improve efficiency.
4. Networks with utility providers with an emphasis on utility incentive programs.
5. Interacts with and maintains relationships with local contractors to keep abreast of current technologies and implementation in the local market.
6. Calculates return on investment (ROI) for equipment and systems. Interacts with college facilities operations staff to improve understanding of efficient systems operations and cost saving opportunities.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Skill in budget/resource management
3. Skill in coordinating and monitoring the work of others
4. Skill in effective communication (both written and oral)
5. Skill in independent decision making
6. Skill in organization, coordination and management
7. Skill in performing a variety of duties, often changing from one task to another of a different nature

8. Skill in problem solving
9. Skill in program development and process improvement
10. Ability to adapt and maintain professional composure in emergent and crisis situations
11. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Mechanical Engineering or a closely related field of study required.
- Masters' degree in Mechanical Engineering or a closely related field of study preferred.
- Three (3) to five (5) years of related experience working with building systems and plants.
- Five plus (5+) years of related experience working with building systems and plants preferred.
- One (1) to Three (3) years of supervisory experience required.
- Certified Energy Manager or Certified Resource Manager

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours