



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ENERGY MANAGEMENT TECHNICIAN	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2005-2006 Classification Study (Revised 7/06)		Board Approved: 5/06

JOB DESCRIPTION:

Under general supervision, design, monitor, maintain and upgrade the software applications and communications peripherals of the Energy Management System; ensure efficient operation and integrity of the Energy Management System; provide training and support to users; dispatch the work of skilled maintenance workers; and perform related work as required.

SCOPE:

The Energy Management Technician designs, modifies, codes, tests and debugs the Energy Management System (EMS) software; analyzes requests for service and reported problems with heating, ventilating, exterior lighting and air conditioning systems; monitors the EMS to ensure operations; provides training to users and acts as lead worker to other Facility Operations staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Designs, troubleshoots, upgrades and maintains the Energy Management Systems (EMS); performs data recovery and backup duties.
2. Designs, administers and monitors EMS software.
3. Uploads and downloads information from remote and local networks to aid in the efficiency of energy management of the campus.
4. Monitors the efficiency of energy management operations, detecting, where possible, equipment failures.
5. Generates and prepares any ad hoc or other energy reports necessary.
6. Writes, debugs, codes and enhances energy management software for the campus, and prepares program documentation and flow charts.
7. Responds to calls for heating, ventilating, air conditioning, and exterior lighting service; independently determines whether to dispatch appropriate staff or to resolve problems remotely via the energy management system.
8. Assists in the writing of specifications for additional energy management systems.
9. Provides training to campus users and Facilities Operations staff.

EMPLOYMENT STANDARDS

ABILITY TO:

Modify, code, debug and test software applications; troubleshoot and resolve computer operations; read technical diagrams and instructions and apply information; work from building plans and specifications; perform adjustments when required and troubleshoot peripheral equipment operating problems; stay current in the operation, use, and maintenance of energy management software systems; give, follow and understand oral and written directions; communicate effectively in English; maintain records; work independently with a minimum of supervision; interpret and apply District policies and procedures; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Energy management systems; principles, practices, and technologies of computer programming languages and operating systems (such as Windows and DOS); microcomputer application software including word processing, spreadsheets, databases, charts and drafting applications; calculators, adding machines and other standard office equipment. Analog and digital electronic theory and practices are helpful.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Two years of college coursework in Computer Science (including multiple past and present programming languages, such as C++, Visual Basic, Microsoft Visio, HTML; microcomputer operating systems and software package).

Experience:

One year working experience with multiple energy management systems.

LICENSE OR CERTIFICATE:

Building Operations Certificate is preferred. This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Ability to complete the following trainings as required: forklift operation certification, lock out tag out, fall arrest, confined space, MSDS, asbestos and lead identification, ladder safety, emergency evacuation, in-house OSHA and respirator training.