

TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Energy Education Specialist

Reports to: Director, Bond Projects and Energy Management
Department: Bond
Number of Days: 12 Months
Compensation: BL-7
Overtime Status: Exempt
Date Job Revised: September 23, 2009

Position Summary: Reduce District energy consumption through the implementation of Board-approved policy and guidelines.

Qualifications/Job Requirements:

Education:

- College degree (preferred) or the equivalent in HVAC controls technical knowledge.

Specialized Knowledge, Licenses, etc:

- Computer literate, be able to interpret technical data.
- Valid driver's license.

Experience:

- 3 years employment with Tulsa Public Schools or direct contractors.

Specific Training/Skills:

- Must be able to read various forms of written materials from financial reports to blue prints and recognize different signs and symbols in the mechanical environment.
- Strong independent work ethics, good judgment making capabilities, and strong communication skills, both verbal and written.

Physical Requirements (If Applicable):

- Must be able to climb, bend, stoop, and reach in areas that include confined spaces.
- Push, pull or lift at least 25 pounds.

Other:

- Work is performed in an office (20%) and in the field (80%).
- Will include after hours and weekend on site requirements.

Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: All levels of personnel within the District.
- External: Equipment vendors, utility companies and peer groups.

Duties and Responsibilities:

- Regular "walk-through" audits of all the district's facilities to insure operating efficiency, optimum educational environment, and compliance with district's energy policy.
- Coordinate usage of facilities and insure proper space utilization consistent with energy conservation.
- Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the district.
- Organize program wherein building principal or custodian reads all meters on same days as utility companies.
- Implement night setback program for every building on weeknights, weekends, holidays, and summer recess.
- Perform administrative duties as required to support the program.

