

CLASSIFICATION SPECIFICATION

Energy Resource Manager

FT/PT Class Code: 7031, 7531 Pay Grade: B/C 15 FLSA: Non-Exempt Rev. 07/01/12

SUMMARY STATEMENT: An incumbent serves as the project manager for all campus energy conservation and alternative energy initiatives. An incumbent also monitors campus energy consumption and makes recommendations for control system design. In addition, an incumbent is also involved in advanced heating, ventilation, air conditioning and refrigeration work installing, repairing, replacing and maintaining system components in various structures throughout the campus and has credentials to service these systems according to federal law.

NATURE AND SCOPE:

An incumbent reports to a technical or administrative supervisor and advises senior management on energy and conservation planning to include assisting in the development of a campus strategic energy plan. An incumbent also serves as a campus HVAC/R expert. An incumbent sees that HVAC/R assignments are carried out in accordance with federal and state regulations and standards, as set forth by the American Society of Heating, Refrigeration and Air Conditioning Engineering and the National Electrical Code.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Serves as the campus project manager for all campus energy conservation and alternative energy initiatives, including identifying ways to reduce costs and maximize the value of all assigned projects.
2. Assists senior management in the development of and is responsible for the implementation of a campus strategic energy plan.
3. Monitors control system design and campus energy consumption. Performs energy audits of facilities and finds ways to reduce energy consumption during peak energy times identified by the campus power supplier.
4. Provides technical assistance for the development and execution of HVAC/R and renewable energy laboratory.
5. Serves as the primary mechanic for all campus HVAC/R equipment. Identifies and diagnoses malfunctioning systems to include air conditioning, refrigeration, ventilation, boilers, heat pumps, environmental units and related electrical components. Repairs and replaces systems to comply with federal, state, ASHRAE standards and the National Electrical Code. Conducts preventative maintenance on complex HVAC/R systems and determines the need for repair and/or replacement of system components to include mechanical, electrical and/or fluid.
6. Oversees the work of certified/skilled mechanics or HVAC/R apprentices in the performance of maintenance, repair and servicing of HVAC/R equipment.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Diagrams mechanical, electrical and structural modifications to heating, ventilation, air conditioning, refrigeration, electrical and pneumatic control systems.
8. Interprets various diagrams, blue prints, and layouts.
9. Identifies and recommends the use of contractors when resources are limited.
10. Estimates time and materials required to complete a variety of repair and replacement projects.
11. Maintains records of work performed, materials used, time spent on assignments, and refrigerant used logs in accordance with established procedures and federal law.
12. Operates various electrical and testers, humidity recorders, leak testing equipment, refrigeration gauges, temperature recorders, torches, recovery units, vacuum pumps and micron meter and related testing and repair devices.
13. Requisitions supplies, materials and labor.
14. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the methods and techniques used in the installation, maintenance and repair of complex heating, ventilation, air conditioning and refrigeration equipment, systems and components.
- ◇ Knowledge of federal, state, American Society of Heating, Refrigeration and Air conditioning Engineers standards and the National Electrical Code and their application.
- ◇ Knowledge of hazards and safety precaution of the trade.
- ◇ Knowledge of interpreting wiring diagrams and blueprints.
- ◇ Knowledge of safe, efficient operation and maintenance of heating, air conditioning, ventilation, refrigeration and electrical systems.
- ◇ Knowledge of mechanical and electrical principles and methods used in the design and operation of various systems.
- ◇ Knowledge of the operation and repair of Direct Digital control systems.
- ◇ Knowledge of the principles and practices of supervision.
- ◇ Knowledge of federal and state standards, the American Society of Heating, Refrigeration and Air Conditioning Engineering standards and the National Electrical Code.
- ◇ Knowledge of schematics, blueprint design and interpretation.
- ◇ Knowledge of cost analysis techniques, methods of time estimation and appropriate recordkeeping.
- ◇ Knowledge of the principles and practices of supervision.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Skill in estimating cost and time required to perform work projects.
- ◇ Skill in determining cause(s) of malfunctioning mechanical and electrical systems and taking appropriate, corrective action.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Skill in application of standard practices and techniques in the use of tools and materials commonly used in the HVAC/R and electrical trade.
- ◇ Ability to establish and maintain effective working relationships with fellow employees and others.
- ◇ Ability to review the work of certified/skilled mechanics or HVAC/R apprentices.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience to include experience in HVAC/R operations, installation and repair including mechanical and electrical components; or other equivalent combination of education and experience.
- ◇ Possession of the Universal CFC certification.