

Job Description

Job Title: Sustainability & Conservation Specialist

Supervisor: Executive Director – Plant Services

Pay Grade: 40S

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for planning, implementing and monitoring the energy and sustainability program of the school division by setting goals and strategies, conducting utility audits, recycling audits and other tools commonly used to manage energy and environmental sustainability compliance goals of a school division with the end result being lower costs and a smaller carbon footprint. Also tasked with creating and carrying out instructional and informational programs that will promote environmental sustainability and reduce energy consumption for the school division through best practices, behavioral changes and knowledge. Coordination of activities is exercised through administrators, principals and teachers at all schools and support buildings.

Essential Duties

1. In conjunction with the Energy and Climate Controls Administrator, plans, organizes and implements the school division's energy management program, coordinating the energy awareness program and training of school division personnel.
2. Establishes utility usage benchmarks for each facility within Energy Star Portfolio; outlines energy saving targets and objectives.
3. Monitors energy usage and sustainability initiatives against targets and benchmarks to identify school facilities not meeting goals of the energy and sustainability program.
4. Conducts site visits and performs technical studies/audits to identify energy and sustainability improvement opportunities.
5. Compiles regular energy reports on the division's utility costs and consumption; prepares periodic energy management performance updates. Evaluates historic and present energy consumption data; applies forecasting and analytic techniques to calculate and project future energy costs for budgeting purposes.
6. Maintains currency in local, state and federal regulations pertaining to energy consumption and best practices associated with sustainability issues. Interprets applicable building and energy codes, regulations and standards; ensures all division facilities are in compliance.
7. Maintains accurate and complete utility usage statistics tied to identified fiscal goals.
8. Interfaces with appropriate vendors and suppliers of utility services and sustainability products or services to ensure the division is receiving best value for those products or services.
9. Researches new and innovative technologies/ methodologies within the industry which promote utility conservation and improved sustainability decisions for the division.
10. Acts as lead energy and sustainability instructional interface for Plant Services and all building-based instructional personnel.
11. Serves as a liaison between Plant Services and building Principals in order to reduce energy consumption levels in schools and establish or maintain sustainability-based programs.
12. Assists the Executive Director in implementing long-range plans for innovations.
13. Utilizing regular reports on the energy management and sustainability metrics, works with Community Relations to publicize program initiatives and successes.
14. Promotes a comfortable indoor climate for learning
15. Creates, supports and coordinates energy teams in all schools
16. Promotes energy, conservation and sustainability awareness, across the school division

Other Duties

1. Performs any other related duties as assigned by the Executive Director of Plant Services or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Graduation from an accredited college or university with concentration in education, science-based preferred or behavioral practices or equivalent work experience; familiarity with school building operations, with broad knowledge of energy management and natural resource conservation are preferred. Extensive knowledge of school based programs including various types of work in schools with students, teachers, principals, and the community; able to articulate the district’s mission and goals in the area of energy management, natural resource conservation and solicit support in realizing the mission; possess strong interpersonal and professional skills; ability to coordinate newsletters, energy data, other reports; ability to prepare certain specifications and cost estimates. Possession of an appropriate driver’s license valid in the Commonwealth of Virginia; possession of or ability to acquire appropriate license (s), and/or endorsement (s) for position as required by the Commonwealth of Virginia and School Board.

Working Conditions & Physical Requirements

This is semi-sedentary work requiring the exertion of up to 20 pounds of force occasionally and slightly more force frequently or constantly to move objects. Various types of work may require climbing, balancing, crouching, reaching, walking, pushing, lifting, grasping, feeling, and repetitive motions; verbal communication is required for expressing work levels, visual acuity is required for preparing and analyzing typed or written data, use of measuring devices, operation of motor vehicles and specialized equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Executive Director of Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Sustainability and Conservation Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date