



## Associate Director of Energy, Sustainability & Safety Administration

Management Range: 17

Board Approved: 02/10/2022

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the general supervision of the Director of Facilities Planning & Construction, the Associate Director of Energy, Sustainability, & Safety Administration plans, organizes, oversees, manages, coordinates, and administers district-wide programs related to energy management, sustainability, and safety.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Oversees the full life cycle (identification through verification) of energy, sustainability, efficiency, conservation and other utility conservation and management efforts.
2. Oversees the administration of the District's environmental and occupational health, safety, emergency management and loss control management programs; ensures compliance with Cal OSHA and related regulations.
3. Oversees the development and implementation of the District's emergency preparedness and response program; oversees the development, updates, and implementation of the District's business continuity plan.
4. Supports Campus Facilities Maintenance Operations (M&O) staff in developing and implementing operational improvement strategies.
5. Researches and provides technical expertise on utility services, energy consumption, resource reduction and renewable energy sources.
6. Advocates for District's sustainability initiatives and energy efficient projects and goals during capital and operational project development and implementation.
7. Consults with architects, engineers, builders and other departments to incorporate the District's standards on energy efficiency and sustainability; maintains District standards and owner program requirements; serves as an advisor on application and administration of sustainable design standards.
8. Works internally and externally to identify and procure professional services for energy and sustainability-oriented efforts; ensures alignment of District planning strategies and building program implementation; provides required construction administration support with in-house facilities planning and management staff to ensure continuity throughout energy related projects.
9. Assists the in district-wide capital improvement and scheduled maintenance and special repair programs; plans, organizes, and oversees the maintenance, alteration, construction, and installation/repair of district administrative facilities, systems and equipment.
10. Oversees development and implementation of technical specifications for resource conservation projects and programs; oversees conservation measures and facilitates project development; develops conceptual estimates of project costs, playback periods, and return on investment.
11. Assists in the proper management, maintenance and service of the district energy information system infrastructure and software, electrical vehicle charging stations, and other essential equipment, components and materials.



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12. Oversees the assessment of all disaster equipment and supplies and the implementation of a system that maintains adequate inventory of equipment and supplies.
13. Assists in negotiations with public utility companies, the California Energy Commission, contractors, and consultants to obtain the best pricing on fuel sources.
14. Helps develop the basis for the annual utility budgets; tracks energy consumption of buildings district-wide; records the impact of energy and greenhouse gas reduction measures; assists in monitoring and analysis of utility billing records, including invoices.
15. Prepares and presents administrative, statistical, analytical and narrative reports as well as recommendations relating to energy efficiency, waste reduction and sustainability programs; conducts additional research as necessary; makes recommendations on findings.
16. Represents the Facilities Planning & Construction Department regarding energy and sustainability matters in discussions/meeting with Federal, State, regional, local entities and the public; assists in formulating policy related to energy resources and procurement; serves on committees and task forces both within the department and with local, State and national agencies and organizations as appropriate.
17. Serves as co-chair or chair of the District-wide Sustainability Committee; serves as district-wide point person for sustainability initiatives and primary liaison between District and Campus sustainability committees; coordinates campus sustainability committees' combined efforts; tracks progress against sustainability plan goals; works closely with members of the college community on issues related to energy management, energy conservation, and sustainability.
18. Serves as co-chair on the District's Safety Committee; participates in campus safety committee meetings as needed.
19. Oversees District sustainability initiatives, including: Energy Management Strategy, Storm water Management Program, Water Efficiency Program, Climate Action Planning, Campus Sustainability Plan Implementation, Solid Waste Reduction Programs, Transportation Management Program, and other initiatives as identified.
20. Assures that the District participates in available grants and utility company incentive and rebate programs; tracks grants, incentives and rebates received and administers the incentive application process.
21. Participates in district-wide department, project, and construction meetings to review designs and activities associated with District facilities and capital improvement projects.
22. Coordinates with the campus maintenance & operation director the repairs of energy management systems (EMS) and effectively communicate with campus to promptly address any comfort issues by using EMS trending and data loggers; obtain a current calendar of events or schedules for each facility to insure they are operating according to energy guidelines and checks EMS schedules periodically to ensure operating efficiency and updated as necessary.
23. Other duties as assigned.

### **QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*



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### **Knowledge of:**

- Operational characteristics, services, and activities of a public works, building, construction maintenance and facilities program and an environmental and occupational health, safety and loss control management program.
- Principles of electricity, energy conservation practices and measures that would apply to commercial, industrial, residential and public customers; principles of heat and heat transfer; general industrial processes involving heating, cooling and process heat; construction and building lighting and HVAC systems; alternative energy sources.
- Relevant Federal, State and local rules, regulations and codes related to energy consumption and conservation, and environmental and occupational health, safety and loss control management programs.
- Utility economics; analytical techniques used in economic analysis; energy auditing and management and energy equipment, products and services.
- Safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Automated facility management systems and supporting equipment; building operating principles.
- Working knowledge of California Community College and State capital planning standards and requirements.

### **Ability to:**

- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives and procedures for assigned area.
- Assess operating conditions, efficiency, and applicable standards relative to building and infrastructure systems, tools, vehicles and equipment.
- Work cooperatively as part of a customer service team.
- Read and comprehend complex instructions, blueprints and directions.
- Attain required professional certifications, workshops, seminars and conferences.
- Utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand.
- Conduct energy audits; interpret and apply regulations and standards related to energy conservation measures.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilitates functions and operations.



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- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Bachelor's Degree with major course work in Mechanical or Electrical Engineering, Computer Science, Energy Management, Architecture, or Business, or closely related field, from an accredited institution.

#### **Required Experience:**

- Five (5) years of progressively responsible experience in the area of energy audit or energy management program development and administration experience, with experience working with commercial/industrial/educational customers or equivalent energy use analysis experience preferred.

#### **License and Certification:**

- Current and valid California driver's license and ability to maintain insurability under the District's vehicle insurance policy.

#### **Preferred Experience:**

- California registered Architect or Engineer; Leadership in Energy and Environmental Design (LEED) certification preferred; Certified Energy Manager (CEM); Certified Measurement & Verification Professional (CMVP), Envision Sustainability Professional (ENV SP).
- Experience in the California Community College facilities with responsibility for sustainability planning and/or energy efficiency, with demonstrated communication with consensus building in participatory governance environment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting. Occasional exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 30 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.



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**Hearing:** Hear in the normal audio range with or without correction and may be exposed to moderate noise levels at construction sites.