

JOB DESCRIPTION

JOB TITLE: Assistant Facilities Manager / Energy Manager

GENERAL DESCRIPTION:

Initiates and manages energy improvement projects. Develops HVAC equipment schedules to reduce energy usage. Trains staff. Monitors energy billing. Seeks grants and other incentives for energy projects. Assists in solving IAQ and comfort issues. Writes bid specifications, project scope, and coordinates construction projects.

Supervises the work of the day shift custodial staff. Directs custodial personnel as necessary to perform all cleaning and minor maintenance. Performs cleanliness inspections. Develops on the job training program. Supervises the work of the Night Shift Building Manager / Facilities Project Manager

Writes specifications for facilities projects, supervises the work of electrical, plumbing, mechanical, and other contractors, assists in budget planning, works with architects, engineers, and other professionals to develop and complete projects.

QUALIFICATIONS:

NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.

- Must obtain a NJ Low Pressure Boiler Operator's License (Black Seal) within one year of hire.
- Must have driver's license.
- Must be able to use a personal computer including email, Microsoft Word, Microsoft Excel, and web-based maintenance management software.
- Five (5) years of combined experience in managing buildings and properties, managing energy usage, and managing facilities projects, two (2) years of which shall have been in a supervisory capacity.
- Must understand energy billing.
- Must understand the operation of building automation controls and HVAC equipment.

REPORTS TO: Facilities Manager

PERFORMANCE RESPONSIBILITIES:

NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

- Supervises the work of the Night Building Manager / Facilities Project Manager
- Supervises the work of day shift custodial staff.
- Establishes, maintains, and develops work plans and procedures for custodians.
- Visits schools regularly to meet informally with head custodians, custodial staff, and school administration.
- Carries cell phone for emergencies and responds to weather, snow and other emergencies after hours.
- Work hours will typically be day shift, other hours may occasionally be required.
- Prepares reports and correspondence. Supervises the establishment of records and files.
- Enters and retrieves electronic work orders.

- Participates in the hiring, promoting and disciplinary process.
- Responsible for providing analysis of energy cost savings.
- Develops a baseline of current energy usage as an energy benchmark.
- Monitors and verifies electric, gas, and water usage.
- Investigate significant deviations in energy billing.
- Has an understanding of energy billing including demand charges.
- Trains staff on energy savings activities.
- Scouts for new technologies and best practices for energy management.
- Seeks out state/federal/utility incentives for energy improvement projects.
- Assists in troubleshoot IAQ and building-wide comfort and performance problems concerning HVAC systems.
- Participates in managing demand response energy curtailment incentives.
- Recommends and maintains software to track energy usage.
- Develops building schedules and set points including weekend, summer, and holiday schedules.
- Investigates and identifies causes of energy loss and makes recommendations for improvements.
- Writes project specifications for quotes and bids.
- Solicits cost quotes for projects.
- Acts as project coordinator on renovation, repair, and construction projects.
- Reviews, edits, and revises project specifications, completes markups of project drawings using appropriate computer software.
- Works with contractors, regulatory agencies, and design professionals on projects.
- Visits worksites to oversee projects.
- Keeps thorough project notes.
- Troubleshoots IAQ concerns and works with district vendors to solve IAQ problems.
- Performs other duties as assigned by the Facilities Manager in accordance with district policies and practice in support of school or district operations.

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and the Millville Support Services Association (MSSA) and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the MSSA.

APPROVED BY:

DATE: 6/7/2022

Tommy Wong (with smiley face) *Richard Davidson* (with signature)