

TITLE: Resource Conservation Manager

DEPARTMENT: Finance & Operations
Operations MVSC

REPORTS TO: Executive Director of Operations

POSITION SUMMARY: Under the direction of the Executive Director the Resource Conservation Manager establishes accountability for conservation and sustainability particularly with solid waste, water usage, and energy consumption by monitoring utilities usage, creating projects, and training staff/students on best practices for conservation and sustainability in order to reduce operating costs and promote environmental stewardship. Basic areas of responsibility include: administration and record keeping, reporting, program implementation, waste reduction, training, and validating energy management system compliance to the District's energy regulations and guidelines. This position requires knowledge of District Regulations and procedures, the ability to assume responsibility and work effectively under pressure, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

Record Keeping and Inspection

- Track all District utilities billing/usage data including but not limited to: solid waste (trash, commingled recycling, compost recycling), water (domestic, irrigation, sewer, storm water), energy (electricity, natural gas).
- Ensure that the District is on the proper utility rate schedules and is receiving correct billings.
- Identify unusual consumption anomalies or utility billing errors. Pursue utility refunds when appropriate.
- Perform "walk-through" audits to insure operating efficiency, optimum educational environment and compliance with district's energy policy.
- Perform "after hour walk-through" audits (on nights, weekends, and holidays) to insure lights and equipment are shut down.
- Perform comprehensive waste audits for cafeterias and basic audits for administration buildings.

Accountability and Reporting

- Serve as the District representative at meetings, seminars, and conferences relating to energy use and conservation.
- Develop and maintain contact with federal and state agencies and monitor energy policy trends.
- Maintain knowledge as current and provide advice regarding federal, state, and local sustainability guidelines.
- Report status of the District's energy consumption to the Executive Director of Operations at least once per quarter.
- Report to the Board of Directors when requested.
- Provide a yearly sustainability report for the public.
- Provide regular communication with principals and custodial staff as to status of their buildings' energy consumption.
- Maintain the District's online utility database.
- Maintain the District's webpage for sustainability.
- Keep the Executive Director of Operations informed of ongoing projects. Solicit ideas for new projects from students and staff.
- Maintain all facilities' Energy Star profiles.

Implementation and Compliance

- Schedule HVAC for all evening and weekend activities.
- Monitor HVAC occupancy schedules and adjust as needed.
- Shut down HVAC for holidays and breaks. Implement night setback program for sites during weeknights, weekends, holidays, and summer recess.
- Design conservation projects and submit plans to Executive Director of Operations. Search for new ideas, conduct research, and submit proposals. Track progress then measure final results.
- Coordinate with internal and external public relations support to utilize all media opportunities to promote success of the district's energy management program.
- Ensure the district's participation in any energy conservation rebate programs offered.

Other Duties

- Provide assistance to the Facilities Services Department with Indoor Environmental Quality remediation plans
- Serve as the District Chemical Hygiene Officer and oversee the training, record keeping, and proper disposal processing for chemicals.
- Work with the Executive Director of Operations in securing and administering resource conservation grant funding.
- Work closely with the Capital Projects Department to provide feedback into the planning, monitoring, and ongoing support for facilities.
- Collaborates with the Communications Department on the development and dissemination of appropriate and timely communication and materials regarding sustainability efforts within the ISD.
- Monitor, assist, implement, and work cooperatively with District staff and students to implement effective sustainability practices and programs.
- Coordinate, facilitate, and provide training and coaching for District staff and students to promote effective sustainability practices.
- Provide appropriate reference documents for District personnel.
- Continue professional growth of knowledge, methods, techniques, and equipment by attending approved workshops or conferences and by keeping abreast of current innovations through professional literature or associations.
- Use technology for recordkeeping, managing, communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor’s Degree in Business Administration, Education, Engineering or related field.

EXPERIENCE: Minimum 3 years work experience including program planning, development, and implementation of conservation plans, training programs, and analysis. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate issues.

CERTIFICATES AND LICENSES: Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certifications, licenses, and knowledge as current

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date