

**KERRVILLE INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: MAINTENANCE – ENERGY MANAGER – PART TIME**

**Wage/Hour Status:** Nonexempt

Revised 11-13-12

**QUALIFICATIONS:**

- Three references which verify willingness to work
- Certification of good health signed by licensed physician when required
- Must hold appropriate certification for this position
- Must be familiar with computer work
- Familiar with energy expenditures (gas, water, electric) and able to read utility bills
- Must be able to work some weekend and evening hours
- GED or high school graduate
- Demonstrates aptitude for successful completion of assigned tasks
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

**REPORTS TO:**

- Director of Maintenance

**JOB GOAL:**

- To help control energy usages through campus walk-through, reports, and suggestions to campuses.

**PERFORMANCE RESPONSIBILITIES:**

- Works individually, with custodial staff and administrative staff.
- Does campus walk-through checking for excess energy usage (lights left on, thermostats out of normal range, leaking water, etc.).
- Writes notices of misuse of energy, gives copies to Principal, Custodian, and Maintenance Director.
- Continually enters utility bills into utility software on computer.
- Develops cost avoidance sheet for six-month intervals (Jan – June, July – Dec) for all campuses.
- Develops annually changing five-year energy usage Benchmark Reports for all campuses.
- Send cost saving ideas and suggestions to campuses.
- Exemplifies high standards of ethical conduct according to Policy DH, District Policy Manual.
- Displays tolerance necessary for accepting supervision for and criticism of duty performance.

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- Maintains open communication with faculty, peer, and supervisory personnel.
- Works in harmony with peers.
- Supports administrative and Board Policy in a consistent manner.
- Maintains a sincere, friendly attitude toward patrons and pupils of the district to insure communication.
- Performs other duties as assigned.

### ***Mental Demands / Physical Demands / Environmental Factors:***

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequently district-wide travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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### **TERMS OF EMPLOYMENT:**

Work year established by the Board; salary according to current schedule.

### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.