

New Albany-Floyd County Consolidated School District

Manager of Energy and Security Systems (153)

JOB POSTING

Job Details

Posting ID

153

Title

Manager of Energy and Security Systems

Description

TITLE: Manager of Energy and Security Systems
DEPARTMENT: Facilities
REPORTS TO: Director of Facilities
STATUS: Exempt - Salaried
RANGE: \$50,356 - \$52,644 (*based on education and experience*)
LENGTH: 8 hours daily / 260 days yearly

SUMMARY: Manages and operates the corporation building automation system. Manages and operates the corporation security systems and manages the corporation security badge system. Manages and maintains the corporation video surveillance system. Provides HVAC and BAS technical support for custodial and maintenance personnel. Oversees two-way radio systems, works with building administrators, maintenance supervisor, compliance coordinator, and building plant operators to ensure building comfort and efficiency. Manages corporation facilities use.

QUALIFICATIONS:

- Associates degree (A. A.) or equivalent from two-year College or technical school; or five years related experience; or equivalent combination of education and experience
- Preferred prior experience in energy management, security surveillance or electronics
- Preferred prior leadership experience with managing both staff and systems
- Exceptional communication skills working with all levels of staff

RESPONSIBILITIES:

- Supervises and assigns workload and job responsibilities for the Energy Clerk and Energy Management Technicians, Electronics Technicians, and specific duties for each.
- Instructs employees in the proper and safe use and care of BAS and HVAC equipment.
- Prepares and instructs standard BAS procedures for Custodial and Maintenance Staff.
- Manages BAS scheduling system insuring that schedules are received and inputted.
- Maintains the corporation security system.
- Maintains the security system database.
- Manages and maintains the security badge system and database; responsible for access control systems.
- Keeps current on methods and procedures concerning BAS, HVAC systems, security, and video surveillance systems.
- Manages corporation facilities use, ensures policy is followed and fees are collected.
- Represents corporation at management level meetings, seminars, and conferences related to energy use and conservation.
- Advises, assists and makes recommendations to the Director of Facilities on alternate energy sources, consumption, and general energy conservation measures.
- Provides input on capital project needs as related to energy management and the purchase of any products that affect energy consumption.
- Reports to the Director of Facilities any safety hazards observed.
- Coordinates usage of facilities and ensures proper space utilization consistent with energy conservation.
- Implements weekday, weekend, holiday, and summer shutdown checklists for every building in the corporation.
- Implements a night setback program for every building on weeknights, weekends, holidays, and summer recess.
- Assists with design and maintenance of the programming for the computerized energy management system to ensure operating efficiency and updates programs as necessary.
- Coordinates with building and maintenance personnel on proper operation of the systems and equipment.

- Attends all scheduled in-services on the energy management system.
- Performs other related duties as assigned by the Director of Facilities and/or other designee.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Classified
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Internal
<i>Location</i>	Facilities	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	01/25/2021	<i>General Start Date</i>	01/25/2021
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Survey
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