

Norfolk Public School District

Senior Coordinator of Energy Management and Trades (17)

JOB POSTING

Job Details

Posting ID

17

Title

Senior Coordinator of Energy Management and Trades

Description

Exempt; 12 Months/Year; 252 Days/Year; 7.5 Hours/Day

Minimum Qualifications

- Bachelor's degree in engineering, construction, or business management related fields of study; or an equivalent combination of formal education, experience and training to satisfy the required level of competence and skill to perform the duties of this position.
- Minimum of two years of experience in work related to energy management/conservation and preventive maintenance management.
- Possesses extensive progressively more responsible experience in the technical and general maintenance trades, some of which will have been at the level of a Shop Supervisor, or equivalent.
- Comprehensive knowledge of current methods, theories and practices of technical and general maintenance, modifications, repairs and construction of facilities.
- Comprehensive knowledge of the current methods, theories, and practices of energy conservation management.
- Comprehensive knowledge of local and national building, electrical and mechanical codes, including the Federal Energy Policy Act.
- Knowledge of energy accounting systems.
- Skilled in project planning, preparation of specifications and bid documents for various projects.
- Ability to decipher the language and terms of service-contract agreements.
- Ability to read and interpret work orders, diagrams, sketches, and blueprints.
- Ability to communicate effectively, both orally and in writing.
- Ability to assist subordinate supervisors on-site with complex work problems.
- Ability to maintain good interpersonal relationship, including resolution of disagreements.
- Ability to enforce safety and other regulations where applicable.
- Ability to develop, create energy audits.
- Thorough knowledge of computerized energy monitoring and accounting systems and programs.
- The ability to understand and navigate in financial software systems, import financial data into excel spreadsheets to forecast and trend in the budget and make financial recommendations to the Senior Director of Facilities Management and Custodial Services, or designee.
- Exceptional computer skills relevant to developing spreadsheet, charts, graphs and power point presentations.
- Ability to keep accurate records and prepare reports.

Nature of Position

Manage and Supervise Assigned Trade Shops

- Direct, Manage, and Coordinate the work of Skilled Trade Employees, Contractors, and vendors.
- Supervise Shop Supervisors, Trade Contractors, and Vendors.
- Inspect the work for code compliance and quality of the work.
- Approve the work, and make contractor & vendor payments.
- Maintain Facilities Records, Operation & Maintenance Manuals, & Files.

Manage and Coordinate Facilities Trade Contracts for Non-Professional Services

- Direct, Manage, and Coordinate the Contracts for Non-Professional Trade Annual Service Contracts.
- Manage, Develop, and Coordinate Non-Professional Trade Annual Service Contracts and keep current.
- Ensure compliance with billing rate schedules, and contract compliance.
- Work with Purchasing to renew, edit, advertise, and select new firms for non-professional annual service contracts.
- Review Facilities' budget to forecast and trend to ensure available funding for non-professional contractors and service vendors.
- Inspects school buildings for defects and provides technical advice and estimates costs of major modifications and repairs to buildings.
- Maintain Facilities Records, Operation & Maintenance Manuals, & Files.
- Establishes and maintains departmental data base(s) and associated software programs and provides statistical reports, spreadsheets and presentations regarding maintenance, energy management, utilities and facility conditions.

Manage, Develop, and Implement the Districts Energy Management Plan

- Research and investigate energy saving programs as it relates to electrical power, natural gas, and water conservation.
- Study and make recommendations with regard to energy savings programs and performance contracting energy savings schemes.
- Track and monitor district utilities cost, and keep records current.
- Investigate and make recommendations regarding energy savings programs, and performance contracting energy savings schemes.
- Performs engineering-based energy audits; develops effective and innovative solutions to identified energy consumption problems; develops energy efficient operating procedures for schools and buildings.

Manage, and Develop the Districts Preventative Maintenance Programs

- Manage, develop and implement the District's Preventative Maintenance Programs, and Facilities Shops.
- Updates and maintains the computerized preventative maintenance schedules for all school mechanical and electrical equipment and generates the preventive maintenance schedules for each building.
- Updates, maintains, and provides training for the automated, computerized Work Order Responsible for the daily processing of work orders. Provides input to the Senior Director of Facilities Management & Custodial Services about problems and needs upgrades for the work order system.
- Develops, implements, and directs preventative management programs, and Develops and refines short and long range preventative maintenance programs, goals, guidelines, and strategies.

Manage, Develop, and Implement Facilities Safety Training and Safety Programs

- Investigates, documents and coordinates with the Risk Management Department, work related injuries, vehicular accidents and safety concerns involving Facilities Management employees.
- Coordinates safety training and safety program for the department.
- Maintain and keep current Safety Codes and Regulations.

Manage, Monitor, and Track Mobile Classrooms

- Manage mobile classrooms.
- Coordinates trailer relocations.
- Oversee mobile classroom support systems and infrastructure related to decks and ramps, mechanical, electrical, technology, and life safety systems.
- Maintains records for mobile classrooms, and inspects trailer conditions and operations.

Research and Data

- A District-wide Mechanical Equipment and Warranty Data Base.
- A District-wide Roof - Repair/Replacement and Warranty Data Base.
- A District-wide Facilities (including mobile units), Progressive-Condition Data Base.
- A District-wide and site-based Utility Cost Data Base.
- A District-wide and site based Maintenance Cost Data Base.
- Updates, maintains and provides training for the department's "Work Order" system.
- Manage the Facilities Management's Library of O & M Manuals, Lockout/Tag-out Manuals, Code & Regulation Books, and AHERA
- Performs other duties as assigned.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$58,492.00 to \$99,276.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrator
<i>External Job Application</i>	Administrator - VDOE Licensure Not Required	<i>Internal Job Application</i>	Administrator - VDOE Licensure Not Required
<i>Location</i>	FACILITIES MANAGEMENT	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	04/01/2018
<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>	Erika Ricks	<i>Title</i>	Human Resources Technician
<i>Location</i>	HUMAN RESOURCES	<i>Phone</i>	757-628-3905
<i>Email</i>	ericks@nps.k12.va.us		

References

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