



HUMAN RESOURCES OFFICE

RESOURCE CONSERVATION MANAGER

September 15, 2008

DISTRICT

JOB CLASS # 111415

LEVEL PE IV

PAGE 1 OF 3

GENERAL DEFINITION

Under the direction of the district director of facilities, this position is responsible for the development, implementation and management of resource conservation programs for the Community Colleges of Spokane's on and off-campus facilities throughout the six counties that CCS serves in northeastern Washington. This currently includes 39 major buildings totaling over 1,700,000 square feet. The resource conservation manager will monitor and analyze energy resources used at each facility; develop and implement resource efficiency and reduction practices; provide education and training for facility occupants, maintenance, custodial and administrative staff; and promote and build upon a strong resource conservation and recycling ethic among CCS stakeholders.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- *1. Develop, implement and manage resource conservation programs for CCS to include: increasing energy efficiency, reducing natural resource consumption, implementing solid waste stream reduction/management and recycling programs.
- *2. Develop and maintain an energy/utility data base, perform trend/use analysis, and develop plans to maximize use efficiency; advise the director and other administrators on the district's utility costs and consumption; report resource use at each facility.
- *3. Review and monitor utility billings; correct charges or service types; investigate and recommend correction of any abnormal resource use; report apparent faulty systems to the director of maintenance and consult regarding/monitor completion of corrective actions.
- *4. Develop and implement a fleet utilization plan designed to reduce fuel consumption, increase fleet mileage per gallon rates, and increase use of alternate energy equipment and vehicles; develop baseline data and measure/analyze trends regarding energy consumption and savings.
- *5. Identify opportunities and promote activities to increase awareness in resource efficiencies and cost reduction strategies; promote environmental stewardship to create a strong resource conservation and recycling ethic among staff, students and the district community; encourage the use of district facilities as learning laboratories to model conservation and environmental stewardship practices.
- *6. Provide appropriate training to building occupants, maintenance, custodial and administrative staff.
- *7. Coordinate and communicate with utility providers and municipalities within the district's service area.
- *8. Maintain a library of reference information and support material; provide technical support for the district's capital projects program, including energy service company (ESCO) projects.
9. Serve on various committees within the district as requested.

10. May need to vary working hours as required to monitor the district's facilities and interface with stakeholders.
11. Perform related duties as required.

*** Indicates this is an "essential duty" as defined by the Position Description Form on file.*

REQUIRED COMPETENCIES (MINIMUM QUALIFICATIONS)

1. Bachelor's degree in facilities management, engineering, business administration or a related field from an accredited institution.
Or
An equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
2. Knowledge of building mechanical, electrical, HVAC and control systems.
3. Ability to communicate clearly and effectively both orally and in writing.
4. Ability to work well in a team environment with a diverse group of stakeholders.
5. Skill in the use of computerized spreadsheets, databases, and word processing.
6. Ability to perform cost/benefit analyses and to interpret and analyze statistical information and trends.
7. Ability to work independently, with little supervision and to achieve measurable results.
8. Acceptance of the responsibility to promote the welfare and best interests of students at all times.
9. A demonstrable understanding and acceptance of the mission, values, goals and objectives of CCS.
10. The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, community and technical college system.
11. A demonstrated understanding and value for the contributions that a diverse workforce can make to the success of the organization and the students we serve.

PREFERRED COMPETENCIES (DESIRED QUALIFICATIONS)

1. Previous utility management, resource analysis or any combination of experience and training which demonstrates the knowledge, skills and ability required to do the work.
2. Certification as a Certified Energy Manager (CEM).
3. Experience with energy/utility tracking software.
4. Experience in the HVAC field.

PHYSICAL REQUIREMENTS - *Determined from the Working Conditions Analysis form (on file)*

Work is performed in an office environment which is adequately heated and ventilated. Work is sedentary in nature. Frequent use of computer and exposure to terminal screens in performing work assignments. May need to be on work sites that require the ability to stoop, kneel, crouch, reach, grasp, stand, lift and work in outside environments.

CONDITIONS OF EMPLOYMENT

Contract 12 month position

Position is exempt from Fair Labor Standards Act (FLSA)

Requires criminal background check

Valid motor vehicle operator's license

Ability to travel locally as well as occasional out-of-town travel

If using personal vehicle for travel proof of driver's license and car insurance required