Job Title: Manager, Energy and HVAC Control Systems
Reports to: Associate Vice President, Facilities Planning and Management
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
Oversee operation of college-wide HVAC control systems and campus energy infrastructure. Develop and oversee a college-wide energy management and conservation plan. Repair, maintain and provide improvements to campus electronic energy management systems. Locate and adjust defects in electrical, pneumatic and electronic systems. Knowledge of the occupational hazards and the safety precautions of trade.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Develops and monitors college-wide energy management programs to provide comprehensive energy and resource conservation while maintaining operational and comfort requirements for students, staff and equipment.

2. Coordinates with Campus Supervisors to achieve efficient use of resources while minimizing effects on staff and students.

3. Troubleshoots, repairs and upgrades campus electronic control systems college-wide.

4. Assists in the development and promotion of energy awareness and training programs at all College campuses.

5. May be required to work irregular hours in support of special projects or trouble call-ins, including nights, weekends and holidays.
6. Follows safety standards in performing work and evaluates work-place safety conditions college-wide.

7. Travels to other SCF sites as required in the performance of duties.

8. Assists in work related to construction project planning and execution.

9. Assists in college-wide preventive maintenance program and maintenance and repair projects as may be required.

10. Orders and maintains supply inventory and parts.

11. Logs readings and maintains HVAC controls records. Compiles, tracks and monitors all energy reports, billings and other related documents. Provides regular reports on utility usage and costs in comparison to budgeted and forecast amounts.

12. Uses the campus energy management system to optimize daily operation of all three campus facility’s HVAC equipment.

**Job Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  AA degree or Technical School certificate in related field and five to seven years experience in heavy commercial or industrial mechanical and digital electronic control systems.

- **Supervisory Experience:**
  Three or more years experience as a supervisor or lead employee is required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one situations to other employees of the organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
• **Computer Skills:**
  To perform this job successfully, an individual should have intermediate knowledge of word processing and spreadsheet software; and intermediate knowledge of Automatic Logic Energy Management software. Must be able to use college e-mail, internet, and other college required software.

• **Certificates and Licenses:**
  - EPA Universal Certification for Refrigerant Recovery
  - Mechanical Inspector Certification and Mechanical Plans Examiner Certification must be obtained within six (6) months from date of hire.
  - Valid Florida Drivers License

**Responsibility for People and Property:**
This position is responsible for all HVAC equipment.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has contact with SCF staff on a daily basis.

• **External Contacts:**
  This position has contact with vendors and contractors on a weekly basis.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme heat (non-weather) and vibration.

The noise level in the work environment is usually loud.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and reach with hands and arms. The employee is frequently required to stand, walk, climb or balance, and talk or hear. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.
General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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