



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: TELEPHONE/ENERGY CONSERVATION TECHNICIAN

BASIC FUNCTION:

Receives direction from the Assistant Superintendent of Business Services to perform a variety of technical, statistical, and clerical duties pertaining to energy conservation programs; serve as liaison with utility suppliers, outside agencies, and the public; monitor energy bills for usage levels and accuracy; monitor school district operations for compliance with conservation guidelines; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor District energy usage; prepare summary reports.

Evaluate District energy consumption practices; recommend and implement conservation measures.

Maintain records on District energy; conduct special studies and prepare reports; gather and compile data on energy conservation.

Prepare grant requests and follow-up with appropriate agencies.

Perform public relations duties in the course of interacting with various public agencies in conducting surveys, attending school district and public meetings, and representing and speaking on the Energy Conservation Program.

Perform local and state-wide research studies by contacting various utility agencies, outside contractors and other public agencies to gather energy usage data and other information pertaining to energy conservation.

Serve as liaison for the District with utility suppliers, outside contractors, and the public.

Work with school site administrators and other District managers to evaluate energy usage practices, implement improvements, and monitor for compliance.

Assist in the development of plans, policies, and procedures pertaining to energy conservation.

Attend energy conservation conferences and workshops.

Prepare notices, correspondence, and other materials on energy conservation.

Telephone/Energy Conservation Technician – Continued

Assist in the preparation of the District budget for utility and other costs.

Review energy saving equipment and supplies from vendors; prepare work orders to have energy conservation equipment installed.

Organize, schedule, and conduct in-service training to District administrators, staff and the general public.

Attend evening and weekend meetings as required.

Perform statistical, accounting and clerical duties; type various reports, including statistical studies; develop and maintain a filing system.

Research, analyze and compile data on rates and other costs for a variety of areas including, telephone communication systems, water, sanitation, utilities and freight.

Make recommendations and implement programs for cost effectiveness for a variety of utilities and services.

Verify and approve charges for utility and other related services.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of energy conservation.
- Practices and patterns of school district energy consumption.
- Statistical analytical techniques.
- Public relations practices and public speaking techniques.
- Oral and written communication skills.

ABILITY TO:

- Evaluate energy usage patterns in a school district; recommend, implement, and monitor conservation techniques.
- Conduct studies on energy conservation; conduct basic statistical analysis and mathematical calculations.
- Prepare clear and concise reports; organize factual information.
- Communicate effectively, orally and in writing; do public speaking as required.
- Understand and interpret laws, rules, regulations and procedures.
- Establish and maintain effective working relationships with utility agency representatives, administrators, staff and general public.

Telephone/Energy Conservation Technician – Continued

- Perform a variety of clerical duties such as typing and filing.
- Perform financial record keeping and accounting clerical tasks.
- Physical capability sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to completion of the twelfth grade supplemented with completion of a course in statistics; and three years of responsible clerical experience, preferably at least one year experience in energy conservation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

Enclosed work space

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- See to perform assigned duties.
- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 60 lbs at waist height for short distances.
- Push/pull up to 100 lbs.
- Bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above the shoulders and horizontally.
- Climb ladders and work from heights.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Working on ladders.

Board Adopted: 1/11/05 CSEA Chapter 821 Salary Range: 47
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