



Job Description

Job Title: Manager - Energy Management Services

JTC: CQB

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

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.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up

to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree or higher plus HVAC certification and two (2) years of experience with energy management systems or repairing and installing commercial heating, air conditioning and electrical systems and equipment. One-year supervisory experience of full-time facilities staff required. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday. Requires a valid driver's license to enable travel within the college/location service areas to various off-site locations. Official transcripts and proof HVAC certification will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for all installation, maintenance and repair of heating, ventilation, and air condition units and associated air handling, chilled water distribution and environmental control systems. Maintains compliance with preventive maintenance standards, policies and procedures; conducting training for technicians in repair and preventative maintenance procedures.

Manages the skilled technicians engaged in repair of HVAC equipment and electrical systems of the college/location facilities. Assists in planning, regulating and monitoring energy usage of assigned campus or facility. Provides assistance with managing the campus/location sustainability program.

Promotes a diverse customer focused environment. Maintains safe work practices for all areas supervised. Resolves challenges that surface from daily operations. Supports quality control standards in all areas assigned. Reads and interprets data generated by the Energy Management System. Coordinates the work of independent contractors engaged in HVAC and electrical repair work.

Responsible for the maintenance of records, the preparation of reports and the requisitioning of supplies, tools, materials and equipment. Coordinates the completion of work orders, estimation of materials, labor costs and equipment needed when ordering materials and supplies. Works to improve energy efficiency through careful evaluation of the campus's energy use and the implementation of energy-saving measures.

Displays the highest ethical and professional behavior in working with students, college staff, and outside agencies associated with the college. Assists with yearly budget preparation. May supervise full time staff. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to



Dallas County Community College District

perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.