



Job Description

Job Title: Sr. Manager - Energy Management Services

JTC: CQC

Salary Range: N06

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

Provides guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Must be able to cultivate alliances across internal and external boundaries in order to build and maintain strong working relationships. Ability to act as a trusted advisor, inspiring confidence and modeling integrity in decisions, communication and treatment of all individuals internal/external to the organization. Able to protect the privacy and confidentiality of employees, students and others. Ability to create a work environment that embraces and appreciates diversity enabling employees and/or students to grow and succeed through positive feedback and instruction.

Able to maintain consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating departmental and organizational plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions.

Able to clarify and communicate performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Ability to make decisions that are based on thorough analysis of issues and uses sound judgment.



Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent 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 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** three (3) years of experience in sustainability, energy management or repairing and installing commercial heating, air conditioning and electrical systems and equipment. Two years supervisory experience of full-time staff. Requires a valid driver's license to enable travel within the college/location service areas to various off-site locations. Official transcripts will be required and proof of HVAC certification. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

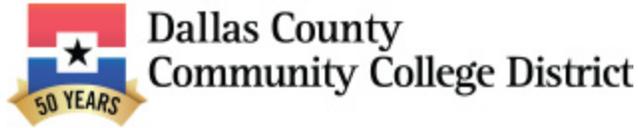
Lead staff members who install, repair and maintain heating and air conditioning systems on premise. Schedules, directs and provides technical support for HVAC technicians to meet service demands and customer expectation. Ensure staff is effectively maintaining commercial HVAC systems, chillers, cooling towers, boilers, cooling/heating systems and energy management/building automation.

Sets priorities, performs forecasting, and allocates the resources needed to complete all preventive and corrective maintenance tasks. Interact with customer to assess the need of requests and coordinate work between trades and customers being impacted.

Manages the day-to-day operations and assigned staff of assigned areas; scheduling and approving work schedules. Responsible for planning, regulating and monitoring the energy use of a campus or facility; improving energy efficiency through careful evaluation of the campus's energy use and the implementation of energy-saving measures.

Work with campus leadership to develop an overall sustainability program. Assures optimal operation of all maintenance and repair of HVAC equipment and electrical systems of buildings and facilities within assigned area. Develops preventive maintenance standards, policies and procedures; adjusts programs and/or HVAC equipment as required; conducts training for technicians in repair and preventative maintenance procedures.

Primary liaison with contracted services for assigned areas. Coordinates the completion of work orders, estimation of materials, labor costs, equipment needed and ordering of materials and supplies.



Provides oversight of services provided by outside contractors and vendors servicing assigned areas of responsibility; setting expectations for completion dates, costs, quality and service, monitoring to ensure compliance with contract specifications.

Evaluates operational processes; measuring outcomes to ensure desired results; identifying and capitalizing on improvement opportunities; promoting a customer-focused environment. Ensures safe work practices for all areas supervised. Ensures appropriate maintenance of records, the preparation of reports and requisitions for all areas assigned.

Ensures compliance with college and DCCCD processes, procedures, guidelines, initiatives and directives in all areas assigned to the position. Maintains quality control standards in all areas assigned. Resolves challenges that surface from daily operations. Responsible for assigned budget allocation and assists in yearly budget preparation with administrative staff by providing insight, input and expertise.

Displays the highest ethical and professional behavior in working with students, college staff, and outside agencies associated with the college. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

Supervision: Responsible for the selection, training, coaching, development and evaluation of assigned 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 perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.