



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Energy Specialist  
**Reports To:** Deputy Superintendent  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 06/2013  
**Last Revised Date:** 06/2013

### **Summary:**

Works to establish accountability for energy consumption at every level in the organization.

### **Essential Duties and Responsibilities:**

- Responsible for developing and monitoring the organization's energy management program under board-approved policy and guidelines, for the purpose of reducing utility consumption.
- Basic areas of responsibility include: administration and record keeping, accountability, reporting, program implementation, promoting organization employee involvement, and validating energy management system compliance to the organization's energy policy and guidelines
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

### **Education and/or Experience:**

High school Diploma or GED

Post high school training in HVAC; 2-5 years HVAC and/or energy management experience.

Experience administering energy management programs.

Must have an independent work ethic, good judgment capabilities, have the ability to maintain positive public relations, and must be persuasive.

Must be computer literate, be able to interpret technical data, and demonstrate an ability to communicate with technical and non-technical individuals.

### **Certificates, License, Registration:**

Valid Michigan Driver's License with clean driving record

Must be able to pass background check and drug screening

**Other Skills & Abilities:**

Ability to communicate effectively including listening and professional interpersonal interactions  
Ability to work hours as the job necessitates including responding to emergencies  
Ability to work independently and in a team oriented fashion  
Ability to efficiently use computer and applicable software (Remote Desktop Protocol, MS Word and Excel)  
Ability to problem solve and see other things need to be addressed  
Ability to read, analyze and interpret data/blueprints  
Adapts to frequent changes in the work environment  
Uses equipment and materials properly as well as follow all purchasing protocols  
Practices safe work habits including wearing Personal Protective Equipment

**Supervisory Responsibilities:**

This position does not supervise others. The ability to work independently with sound judgment is critical.

**Physical Demands and Work Environment:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations -

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting (75lbs), carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Operating of hand and power tools.
- Operating or use of ladders, scaffolds, and man lifts.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.