

## Position description for Campus Energy Coordinator

This position works with Utility Services (US) staff in Facilities Management (FM) to help implement and administer energy, water, and resource conservation programs in campus buildings and provides technical support to the Energy Engineer/Manager. This position provides/assists in education and outreach to the campus community regarding energy, water, and resource conservation. Duties include, but are not limited to:

- Implementing and administering energy & water conservation programs in campus buildings through:
  - Behavioral Engagement – work with building occupants to design and implement energy and water conservation behavioral engagement campaigns.
  - Analysis – review and analyze utility data for campus buildings to document and understand utility use trends to understand the effectiveness of the engagement programs and continually improve them.
  - Energy Projects – work with building occupants to investigate and recommend utility conservation projects with a focus on no-cost, low-cost and in-house maintenance opportunities.
  - Energy Conservation Education – assist in public relations efforts with the University and local community, city, state or utility funding programs.
- Coordinating with outside governments, entities and/or utility companies to seek additional funding for programs (rebates, grants, etc.).
- Assisting the Utility Services staff to maintain the EnergyCAP utility bill database by creating and analyzing reports.
- Assisting constituents outside of Facilities Management to utilize the EnergyCAP database by creating reports and helping constituents interpret results.
- Developing custom reports in EnergyCAP to enhance the utilization of the database for constituents inside and outside Facilities.
- Assisting Environmental Engineer with regulatory programs such as stormwater quality, surface water discharges and air emissions. Duties could include compiling stormwater quality information for annual reports, preparing educational materials, conducting periodic inspections of stormwater systems and compiling monthly air emissions estimates.
- And other duties as assigned.