



**BOISE STATE UNIVERSITY**

**JOB DESCRIPTION**

<b>Employee Name:</b>		<b>Emp ID#:</b>	
<b>Business Title: University Energy Manager</b>		<b>PCN:</b>	<b>Date: 9/16/2019</b>
<b>Department: Facilities</b>	<b>Job Code:</b>	<b>Pay Grade: 10</b>	<b>FLSA Status:</b>
<b>Field</b>		<b>Family</b>	
<b>Category:</b>		<b>Level</b>	
<b>Position Reports to:</b>			
<b>BUDGET Responsibility? Yes ___ No X</b>		<b>Size budget managed: \$</b>	

**1. Job Purpose** Describe the main purpose of the job.

The Energy Manager will work closely with Campus Planning and Facilities, the Budget Office and campus clients to audit, design, manage and develop building energy improvements and to reduce energy costs. The technologies include all facets of utilities and energy reduction, including lighting, HVAC, EMS controls, lighting controls, water, geothermal, renewables, compressed air and other energy solutions. They may also be involved in the programming or commissioning of the systems we install, including retrofit of buildings or new construction.

**2. Scope**

*HR Office Use*

**3. Essential Duties & Responsibilities** List the major duties/responsibilities of the position. Indicate which are most important by percentage of time spent or most difficult. List a maximum of 10 of the most important; they should add up to 100% of the job.



## BOISE STATE UNIVERSITY

### JOB DESCRIPTION

Duties & Responsibilities	Percent of Time Performed
<ul style="list-style-type: none"><li>Utility Management and Reporting – Represents the organization as the subject matter expert in collaboration with Campus Operations and other campus teams in effectively managing campus utilities.</li></ul>	5%
<ul style="list-style-type: none"><li>Assists in efforts to assess and develop effective deferred maintenance, building assessment, preventative maintenance and mechanical systems strategic plans.</li></ul>	15%
<ul style="list-style-type: none"><li>Evaluates existing electrical, mechanical and other facility systems. Develop strategic service and replacement plans.</li></ul>	15%
<ul style="list-style-type: none"><li>Actively participates in departmental training activities and fully understands and supports the campus values and commitment to customer service and collaboration with the campus community.</li></ul>	10%
<ul style="list-style-type: none"><li>Identify and evaluate energy efficiency and cost savings opportunities.</li></ul>	25%
<ul style="list-style-type: none"><li>Investigate, analyze, audit, and document energy use, and develop conservation reduction measures for energy and water.</li></ul>	15%
<ul style="list-style-type: none"><li>Conduct detailed engineering analysis including baseline profiles, end-use analysis, and retro fit analysis. Prepare and present technical content, proposals, analysis, and feasibility reports.</li></ul>	5%
<ul style="list-style-type: none"><li>Calculate and estimate various incentives for campus clients to implement energy reduction projects. Take initiative to understand and learn about existing and new energy saving technologies, and calculate and analyze the energy savings they create.</li></ul>	5%
<ul style="list-style-type: none"><li>Sustainability Initiatives – Serves as a subject matter expert in support of the campus Sustainability Program including planning, developing and deploying prototype efforts.</li></ul>	4%
<ul style="list-style-type: none"><li>Responds to emergency calls during and after hours as required.</li></ul>	1%

**4. Supervision:** If applicable, indicate the degree of supervision for other employees

Involves training and directing the work of student employees.

Involves occasional training and directing the work of non-student employees. Supervision is sporadic and occurs from time-to-time.

Involves direct supervision, hiring, and evaluating the work of employees as a first-line supervisor.



**BOISE STATE UNIVERSITY**

**JOB DESCRIPTION**

<b>Position Category Supervised</b> ( <i>Classified, Professional, Faculty</i> )	<b># of people</b>

**5. Minimum Qualifications (Education and Experience)** Include degree(s), disciplines, experience, certifications or licenses and/or equivalent experience required for this position.

**License/Qualifications**

Certified Energy Manager (CEM) Professional Certification from the Association of Energy Engineers. Preferred.

**General Qualifications:**

Bachelor’s degree in related area and/or equivalent experience/training.

Mechanical or Electrical Engineering

Valid Deiver License Required

Licensed Engineer Preferred

**Preferred Qualifications:**

Masters Degree in Mechanical or Electrical Engineering and four (4) years of experience managing utility systems. Experience in infrastructure planning and energy management to support the University’s goal of maintaining a sustainable operational environment.

**6. Knowledge, Skills and Abilities (KSA’s)** List any skills or knowledge required in the performance of the position. (E.g., level of attention to detail, accuracy, relationship skills, methods, systems, technical abilities, etc.).

Possess a strong technical background in electrical and/or mechanical engineering systems and applies project management skills and processes effectively. Develops and identifies energy efficiency and cost-effective measures while promoting and executing campus wide energy and sustainability initiatives and goals.

Calculates and presents cost-analysis and energy savings reports and life/cycle costs for engineering systems while also performing complex engineering calculations and system performane modeling. Analyzes and models energy and utility usage for forecasting, budgeting and cost accounting/billing purposes.



## BOISE STATE UNIVERSITY

### JOB DESCRIPTION

Monitors and verifies energy savings to ensure payback goals are met and savings are sustained. Ensures correct functionality and monitoring of various networks, and databases. Develops, organizes follows and maintains energy system protocols, energy engineering standards, best practices and documentation for the campus.

Provide support in the analysis of energy market trends and plays a key role in the identification of energy procurement measure and cost reductions for the institution. Directly supports and coordinates with maintenance staff and Central Plant staff in order to provide the campus with a safe, reliable and resilient energy/utility infrastructure system. The Energy Engineer will work independently while exercising professional judgement and providing professional recommendations to leadership and other campus personnel.

Demonstrated problem solving skills. The ability to articulate solutions to complex problems as a team, while maintaining a strong customer service posture. Knowledge of government regulations and working relationship with utility providers and other professional vendors is a requirement.

**7. Decision-Making Authority** What types of decisions or recommendations is this position authorized to make? Does the incumbent have the authority to approve or deny actions? If so, please give two or three examples. What types of decisions would the incumbent refer to a supervisor?

Decision making includes prioritizing, balancing workload, providing guidance to Campus Operations, the budget office and contractors. Provide technical guidance and directions to design community. The duties of this position require excellent judgement without close supervision. The incumbent must work with a variety of departments and auxiliaries. The consequences of error could result in significant financial loss for the University due to improper operation of systems or projects that are not financially viable. The organization relies on this position to work without direct supervision and somewhat independently in the capacity of assuring that the standards and needs of the university are met. The incumbent is expected to use their knowledge and skills to protect the Health, Safety and Welfare of campus residents, faculty, staff and the visiting public. The University depends on this position to inform leadership of best practices within their field of knowledge and potential consequences of decisions they may make either independently, as part of a larger team, or as an advisor to their line of supervision.



**BOISE STATE UNIVERSITY**

**JOB DESCRIPTION**

**8. Equipment or Software** What special equipment or software is required to be used in this role. How often is the equipment used?

Specialized monitoring and analysis tools, Google Apps, Microsoft Office some AutoCAD.	BAS, JCI, Siemens, ALCX, Trane, Summit
Energy Management Software	Energy Cap

**9. Environment** Where does this position regularly work (office, outdoors, shop, laboratory, etc.) What is the temperature, exposure to weather, chemicals, noise, % of time exposed to weather/other environmental conditions?

Where and exposure to what?	Percent of time exposed
Office Environment	80%
Mechanical Spaces	20%

**10. Physical Demands** (e.g. seeing, hearing, speaking, lifting, walking, carrying, bending, etc. How much time is spent sitting, standing, using the computer, telephone, other equipment?)

Physical requirement	Percent of time
Work involves observation of mechanical, electrical, and geothermal systems on campus. You will be required to walk around campus from building to building, climb stairs and areas on campus.	20%
Temperature – may be hot and cold due to temperature extremes while moving from building to building or while in mechanical spaces.	15%
The majority of work will involve working in front of a computer or reviewing drawings or plans.	65%



## BOISE STATE UNIVERSITY

### JOB DESCRIPTION

**11 . Travel Requirements** What traveling is done by this position? Is travel local or overnight and percent of time spent traveling?

There could be periodic travel to conferences or other universities. Less than 5%.

**Disclaimer:**

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required. This job description is not an employment agreement and/or an expressed or implied contract. Management has the exclusive right to alter this job description at any time without notice.