



Job Title	Manager, Energy Management	Job Code	FS1223
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Utilities & Energy Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Utilities & Energy Management Professionals are responsible for safe, efficient, reliable, and compliant operation of all water and power plant systems and equipment.

Job Summary

Heads the utility collection, analysis, and reporting and assists in the general administrative duties for the department.

Representative Duties

1.
 - Maintains an accurate and timely collection of energy and water consumption data from each individual university building
 - Reports data to the business unit to be billed each month
 - Maintains records of each building meter and incoming energy related utility bills
 - Analyzes data for reading errors and excess consumption and conducts audits to assure accurate billing of primary accounts
 - Maintains the performance of meters and reports inaccurate or failed meters for corrective action
 - Produces periodic reports and graphical representations depicting energy consumption
 - Oversees software implementation and interfaces with developers to assure optimal performance

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.