

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
GRADE H
APRIL 2024

ENERGY AND SUSTAINABILITY MANAGER
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

Under the supervision of the Assistant Vice Chancellor, Facility Planning, Construction, and District Support Services or designee, the Energy and Sustainability Manager is responsible for the Rancho Santiago Community College District's energy and sustainability program and stormwater management program in compliance with Board Policies, Administrative Regulations, the Sustainability Plan, and applicable codes and/or governing regulations. Develop and manage the District's sustainability plan, strategic implementation plans with metrics for monitoring, site energy audits inclusive of assessments and analysis, preparation, and submission of the annual energy usage calculator report to the Community College Chancellor's Office and improve overall energy and sustainability goals. Develop and manage the District's stormwater management program in compliance with the State Water Resources Control Board's small municipal separate storm sewer system (MS4) permit requirements; work closely with existing staff to provide expertise, guidance, training, and support to ensure the District is in compliance with applicable codes and regulations, new changes in the area of stormwater management.

REPRESENTATIVE DUTIES

- 1) Update the District's sustainability plan. Participate in committees and workgroups and help manage the District's sustainability plan. Coordinate within the collegial governance structure and measure strategic plans and goals against the sustainability program baseline data points.
- 2) Identify and evaluate energy and sustainability opportunities, calculate potential cost savings by performing a lifecycle cost analysis and help prioritize capital outlay projects.
- 3) Identify mandated goals, document energy and sustainability goals, and assess the feasibility of goals. Undertake cost impact analysis when necessary.
- 4) Develop and update energy management and sustainability policies, facility advisories, standards, and guidelines. Coordinate with staff any recommendations to District Design Guidelines and Standards.
- 5) Evaluate landscaping practices, exterior light pollution, building and hardscape management practices, stormwater management practices, and make any recommendations for improvement.
- 6) Evaluate building envelope, indoor environmental quality, thermal comfort, and filtration systems.
- 7) Perform energy audits and evaluate best practices, review, and analyze historical usage energy consumption data, and review the District's Building Automation System.
- 8) Perform water audits and evaluate best practices, evaluate flow rates, leaks, irrigation systems and smart controller software, and identify water conservation opportunities.
- 9) Perform universal waste audit, evaluate collection methods, and identify improvement opportunities.
- 10) Track utility consumption and costs across the district and review against a baseline.
- 11) Calculate carbon footprint and identify carbon footprint reduction strategies and opportunities.

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- 12) Coordinate with M&O and solicit energy conservation and sustainability opportunities ideas, review existing preventative maintenance (PM) procedures, and educate M&O staff regarding energy, sustainability, and stormwater management practices.
- 13) Develop a plan for continuous commissioning, review post-commissioning results and fine-tune operational sequences and parameters.
- 14) Supervise staff and consultants to ensure projects are delivered in an effective, timely, and responsible manner. Take necessary corrective actions and propose improvements as necessary.
- 15) Undertake record keeping and project document controls to ensure files are properly provided, updated, retained, and archived.
- 16) Identify proper scope of work to outline actions to complete the project from inception to completion. Develop, monitor, and oversee project schedules and budgets.
- 17) Assure the timely preparation, maintenance and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.
- 18) Resolve issues timely and interface with contractors or other professional consultants to resolve disputes through effective communication, negotiation, and contract conformance review.
- 19) Conducts work in an organized, orderly, thorough, and professional manner.
- 20) This position may on occasion be required to assist with other duties related to the department, in addition to primary responsibilities of energy and sustainability program and stormwater management program under the supervision of the Director or Assistant Vice Chancellor.

KNOWLEDGE AND ABILITIES

Knowledge of best practices associated with energy, sustainability, and stormwater management. Knowledge of Building Codes and Regulations (e.g., Title 24 Energy Code, CALgreen, DSA Bulletins and Regulations), State goals and California Community College Vision 2030 guidelines.

The ability to read and interpret highly technical documents. Ability to develop project scopes, budgets, estimates, and make formal presentations to campus constituents.

Preference will be given to candidates who possess a Leadership in Energy and Efficiency Design (LEED) certificate and/or a Certified Energy Manager (CEM) certification.

The successful candidate must have superior verbal and written communication skills and demonstrate the ability to act independently with high integrity, exercise good judgment, provide constituencies and management with clear feedback, and make independent decisions as appropriate. Possess strong interpersonal skills; the ability to establish and maintain a productive working relationship to communicate effectively with diverse constituencies.

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MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree (B.S.) from an accredited college or university in civil engineering, operations management, planning, environmental design or related field or equivalent training and experience, plus a minimum of five years of related and progressively responsible experience involving energy and sustainability management.

Board Approval Date: April 29, 2024