

SAMPLE RCM POSITION DESCRIPTION

TITLE: Resource Conservation Manager

REPORTS TO: Executive Director of Facilities

DEPARTMENT: Facilities

SUMMARY STATEMENT:

Under the general direction of the Executive Director of Facilities, the Resource Conservation Manager develops, implements, monitors, and evaluates aspects of resource conservation programs designed to optimize district-wide energy consumption and minimize utility cost.

ESSENTIAL FUNCTIONS:

1. Documents changes in the baseline and current energy consumption of each school and support facility within the District. Develops other baseline data such as conditioned area, dates of energy efficiency retrofits, hours of occupancy and average occupancy numbers. Tracks energy savings and assesses status of energy efficiency, water consumption, and waste minimization efforts.
2. Works with appropriate District personnel to integrate the District energy accounting system with other management information systems. Maintains the energy accounting system on a monthly basis. Uses energy accounting reports to help the building staff, custodians, and maintenance staff monitor and reduce the energy and natural resource consumption district-wide. Calculates and tracks the district's carbon footprint.
3. Facilitates the District recycling program and coordinates with Clark County solid waste program leaders to optimize waste reduction district-wide.
4. Conducts site surveys of schools to identify efficiency measures and best practices. Documents and analyzes cost savings for identified measures. Updates short and long term conservation plans for each school facility. Assists the school building staff in the development and implementation of an action plan to reduce resource consumption.
5. Reports regularly on budgetary impact of District resource use including savings and cost avoidance. Submits other analysis and documentation as required.
6. Coordinates with utility companies and other agencies on energy issues, rate schedules rebates, grants, loans, and incentive programs.
7. Reviews utility invoices to determine that the District is billed appropriately.
8. Works to ensure that cross training occurs around major areas of individual responsibility (i.e. technical aspects of building operation and maintenance). Disseminates or presents technical and educational information to building, custodial and maintenance staff, and students to increase awareness of the impact of behavior on resource use and costs.
9. Promotes pride among students and staff by using the District as a learning model representing resource sustainability that applies at school and at home.
10. Develops and maintains resource conservation website.
11. Assists facility planning process energy conservation capital planning.
12. Performs other reasonably related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in engineering, architecture, business, education or closely related field.

Minimum three years of responsible experience in planning, implementing, and managing conservation programs.

2. Must possess excellent customer service skills.

3. Demonstrated ability to effectively communicate both orally and in writing.

4. Demonstrated ability to relate and work effectively with staff and the community.

5. Ability to promote a sense of accountability to others regarding the expenditure of taxpayer's and environmental resources.

6. Demonstrated ability to relate and work effectively with contractors, consulting staff and regulatory agencies.

7. Demonstrated proficiency using the personal computer and other technologies for communications, program management, graphics, and general office functions.

8. Experience in school facilities preferred.

9. Must possess a valid driver's license.