



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Energy & Sustainability Technician**
 Job Family: **Facilities**
 Prepared/Revised Date: **June 24, 2024**

FLSA Status: **Non-Exempt**
 Pay Range: **MT23H**
 Job Code: **33305**

SUMMARY: Responsible for performing tasks to support the successful implementation of the district’s utility, energy management, and sustainability efforts. This position is a backup for the other Energy, Sustainability, or Environmental positions within the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Input utility bills on a daily/weekly basis and process reports to finance.	D	20%
2. Assist with implementation of site specific dashboards/KPI’s related to energy use.	D	15%
3. Attend work and arrive in a timely manner.	D	1%
4. Backup other Energy, Sustainability, or Environmental positions within the District.	W	5%
5. Resolve trash and recycle pickup and delivery discrepancies with PSD provider.	W	1%
6. Coordinate bottled water deliveries with sites across the district.	W	1%
7. Assist with data collection for GHG emission and EUI calculations.	M	15%
8. Coordinate implementation of PSD sustainability projects such as EV bus grants, energy competitions, lighting retrofits, etc.	M	15%
9. Assist with implementation of new energy management database if needed.	M	5%
10. Assist with implementation of the Stormwater compliance program.	M	5%
11. Assist in resolving equipment issues with indoor air quality monitors.	M	1%
12. Assist with implementation/maintenance of district wide air purifiers.	M	1%
13. Assist with applications and tracking for rebate programs with utility providers.	M	1%
14. Coordinate writing and developing the PSD Sustainability Management Plan.	A	13%
15. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, or completion of G.E.D. required
- Associate degree in a field related to sustainability preferred
- At least three years’ experience in a related sustainability field preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver’s license
- Obtain Haz Whopper and AHERA certifications within one year of hire
- Must meet District driver insurability requirements



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- Interpersonal relations skills
- Organizational, scheduling and coordination skills
- Word processing, spreadsheets, and database skills
- Research and mathematical skills
- Ability to be a part of and work with a team
- Computer skills including, but not limited to, automated utility tracking software, spreadsheets, word processing, building automation systems, system scheduling and interface, database usage and development
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director of Facilities	
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	