

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Planner Scheduler/Energy Systems

Unit: Maintenance & Operations

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Job Code: E1447
Original Date: 07/2014
Last Revision: 01/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 35

DEFINITION

Under the direction of the District Facilities Supervisor, Business Processes, implement the District's energy strategies and policies by identifying, developing and implementing cost effective and beneficial energy management policies, technologies and strategies to control and reduce energy costs. Develop plans, schedules, and estimates for services and monitor the performance of maintenance against the plan and schedule in order to satisfy and improve efficiency and productivity.

EXAMPLE OF DUTIES

1. Maintain and administer ongoing state and local energy utility incentive programs and partnerships to maximize energy savings for energy projects and energy infrastructure changes and upgrades.
2. Assist in identifying and developing sustainable, affordable energy policies, projects and platforms that enhance energy savings; define and develop attainable and sustainable energy practices and policies to control and contain ongoing and rising energy costs.
3. Develop strategies to improve the District's overall energy consumption; analyze data to improve policies, installations, maintenance, repairs and cultural awareness and practices to reduce energy usage and overall costs.
4. Design and implement methods and tools to prioritize energy projects, HVAC/mechanical, electrical, lighting, natural gas, photovoltaic and energy management controls systems upgrades and proposals for projects; maintain a list of projects to assist in the development of implementation projects and infrastructure plans.
5. Assist in the creation of Requests for Proposal on all energy projects, energy infrastructure changes and HVAC/mechanical, electrical, lighting, natural gas, photovoltaic and energy management systems.
6. Coordinate, plan, and schedule maintenance work for District trade persons and maintenance staff. Develop work plans for each job as appropriate to complexity of job and the technical ability of the maintenance staff and craft persons.
7. Plan, direct, initiate and lead planning, estimating and scheduling functions and activities for site improvements, light construction and remodeling projects. Schedule, meet with and oversee vendors and contractors for compliance with plans and specifications on small and routine projects. Assist District sites to determine specific needs for smaller projects; develop specifications.
8. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable laws, codes, regulations, policies and procedures.
- Computer software involving word processing, spreadsheets and databases.
- Basic mathematics and accounting.
- Current and emerging energy technologies and strategies.

Methods and procedures for planning, scheduling, and estimating maintenance and repair projects.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Inventory, inspection, and quality control.
Local, state and federal energy codes and funding resources.
Methods, materials, tools and equipment used in construction and repair.
Oral and written communication skills.
Record-keeping and reporting techniques.
Safety and building regulations, hazards, and precautions.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Gather and analyze data accurately, drawing logical conclusions and making appropriate recommendations.
Identify, develop and implement energy management policies, technologies and strategies to control and reduce energy costs.
Maintain statistical and financial records and prepare reports.
Meet schedules and time lines.
Operate motor vehicle and power equipment safely.
Perform root cause analysis in troubleshooting and identifying solutions.
Plan and organize work.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Work effectively with vendors, contractors, utility providers and government agencies.

License:

Valid California driver's license.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and Journeyman level experience in designated trade, light construction work, or previous experience as a planner scheduler and/or estimator. Experience in identifying, developing and implementing energy management policies, technologies and strategies to control and reduce energy costs is desirable.

WORKING CONDITIONS

Physical Requirements:

Category II; requirements include walking, climbing, stooping, squatting, sitting, lifting and carrying 25 pound objects.

Environment:

Office and field environment; subject to driving to a variety of maintenance work sites.