

ENERGY AND SUSTAINABILITY COORDINATOR

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, the Energy Management Coordinator coordinates, leads, and executes advanced technical energy and facilities projects to support the Butte-Glenn Community College District Facilities Master Plan. This role involves energy generation, monitoring, analysis, building systems, and data-driven optimization. The incumbent identifies, evaluates, and recommends innovative energy technologies and serves as a technical resource and liaison for internal and external stakeholders.

DISTINGUISHING CHARACTERISTICS:

This is a technical-professional leadership position. The coordinator monitors, programs, and optimizes energy systems district-wide, particularly HVAC, mechanical, electrical, and control systems. The role requires broad systems understanding, advanced analytical skills, and direct oversight of energy projects.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Use software programs and data tools to model and analyze energy demand, usage, and on-site generation; prepare presentations and recommendations *
2. Oversee design, installation, maintenance, and performance of energy information and generation systems, electrical vehicle charging infrastructure, and related equipment. *
3. Analyze energy consumption, demand peaks, and generation output; develop cost-savings strategies; prepare required reports for local, state, and federal agencies. *
4. Plan and coordinate district-wide energy audits; translate audit findings into actionable improvement plans. *
5. Recommend modifications to district energy and utility policies, aligned with evolving regulations and cost-benefit analyses *
6. Manage the on-site energy generation portfolio (e.g., solar, battery systems), monitor daily output, and research emerging technologies *
7. Coordinate preventive and corrective maintenance on energy systems in collaboration with maintenance staff and external vendors. *
8. Serve as primary district contact with utility providers, California Energy Commission, Chancellor's Office, and other agencies for energy initiatives. *
9. Advise and guide architects, engineers, consultants, and contractors on energy goals and system integration throughout design, construction, and commissioning for conformance to energy goals and specifications of the District as outlined by California Community College (CCC) Board of Governor guidelines. *
10. Act as owner's representative during commissioning phases to validate systems meet operational objectives. *
11. Prepare, manage, and submit energy consumption/generation reports, ensuring regulatory

- compliance and facilitating funding. *
12. Assist with project close-out, certifications, and documentation for energy and building systems in compliance with the Department of State Architect (DSA) or other oversight bodies. *
 13. Oversee and optimize the district's Building Automation System (BAS); audit, troubleshoot, and direct corrective adjustments. *
 14. Create and update "as-built" Computer Aided Drafting and Design (CADD) drawings and Geography Information Systems (GIS) maps, incorporating field data and infrastructure changes for master planning and reporting. *
 15. Assist with Americans with Disabilities Act (ADA) compliance reviews of facilities and systems, where related to energy or utility systems. *
 16. Respond to stakeholder requests and ensure updates are accurate (e.g., renovations, space changes) to facility master plans, state facilities building database, and proposed solutions. *
 17. Consults and collaborates Facilities management staff and end-users concerning requests related to additions, deletions, and changes in building floor plans; analyzes and defines problems; designs procedural steps to address problems; develops, documents, and implements both manual and automated procedures to provide effective solutions. *
 18. Provides direction and coordination to architects, construction managers, contractors, inspectors, and commissioning agents to assist in the development and execution of Capital Projects including but not limited to development and review of basis of design, plans and specifications, coordinates construction and commissioning of new facilities, reconstruction, and modernizations. *
 19. Prepares updates of the Facilities Condition Index and the statewide property and liability insurance reports; supports institutional decision-making and reporting by creating, preparing, and generating various reports. *
 20. Maintain regular review of relevant codes, standards, and guidelines such as DSA, Title 24, ADA, CPUC energy rules, and community college capital planning standards. *
 21. May serve and engage on District committees, as needed.
 22. Travels to various District campus locations.
 23. Performs other duties as assigned that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's degree* in Energy Management, Industrial Technology, Construction, or related discipline; **OR** completion of a formal apprenticeship in a specialized trade (HVAC Service and Controls, Industrial Electrical or Energy Management Control); **AND**
- Three (3) years of journey-level experience directly related to the duties and responsibilities of the position.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Must hold and maintain a valid driver license throughout employment with the District.
- Possession of or the ability to obtain within the first 6-months of employment (during probationary period):
 - A valid Forklift Operators Certificate
 - A valid Scissor Lift Operators Certificate
 - Building Operator's Certification – Level I required (or ability to obtain).

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Four (4) years of experience directly related to the duties and responsibilities of the position.
- Leadership in Energy and Environmental Design (LEED) Certification or similar sustainability credentials.
- Certification in systems control platforms, such as Johnson FX Supervisory Controls.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Proper spoken and written English usage.
- Advanced principles of electricity, HVAC, heat transfer, mechanical and electrical systems.
- Building automation, control systems, energy modeling, and analytics.
- CADD and GIS tools, as well as spatial and infrastructure planning.
- Energy audit methodologies, cost-benefit analysis, life cycle costing.
- State and federal energy codes, utility regulations, building codes (Title 24, DSA rules), ADA, and community college capital planning standards.
- Project management, budgeting, contracts, and design processes.
- Modern software environments (e.g., Office 365, building management software, enterprise databases).
- Effective communication, both technical and non-technical.

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the assignment area.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Perform complex activities requiring close coordination with other organizational units.
- Install, maintain, diagnose, and repair energy management equipment.
- Maintain all tools, equipment, vehicles used during routine performance of duties.
- Plan, schedule, and guide the activities of other skilled craftsperson to attain high quality and efficient work.
- Develop methods and techniques in the interest of effectiveness and efficiency.
- Update and maintain records, files, file sharing and filing systems.
- Prepare, understand, and explain complex procedures and instructions.
- Research new and innovative energy technologies and make appropriate recommendations.
- Provide cost savings to the District by identifying production losses and managing the repair of on-site energy generating systems.
- Plan, organize, and prioritize workload to meet schedules and timelines.

- Independently apply good judgment in making sound and educated decisions.
- Read and interpret architectural and engineering designs, plans, and specifications.
- Analyze problems and apply appropriate problem-solving and independent decision-making skills.
- Understand highly complex systems to include mechanical, electrical, and plumbing.
- Understand and carry out verbal and written instructions and directions.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Make mathematical calculations rapidly and accurately.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing, and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Establish and maintain effective and cooperative working relationships with those contacted during the course of work
- Lead complex energy and systems projects independently and collaboratively.
- Interpret and apply technical, regulatory, and policy documents.
- Troubleshoot mechanical-electrical-control system problems.
- Translate technical data into actionable recommendations and clear reports/presentations.
- Read architectural and engineering plans, create and revise CADD and GIS documentation.
- Prioritize work among multiple, concurrent tasks under tight deadlines.
- Provide leadership, guidance, or work direction to staff or consultants.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, local, state, and federal agencies and administrative organizations, contractors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state, and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

Frequent walking, standing, bending, climbing ladders. Lifting and carrying up to 75 lbs. (tools, parts). Working in tight, confined spaces (mechanical rooms, crawl spaces), rooftops, and variable indoor/outdoor environments. Ability to read small displays, wiring, and diagrams. Exposure to noise, electrical/mechanical hazards (with proper PPE). Outdoor/indoor work; occasional exposure to inclement weather. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

This position requires advanced mental agility and sustained concentration. The role demands strong analytical reasoning, attention to detail, adaptability, and clear communication while balancing multiple projects in a dynamic environment. The incumbent must: Exercise interpersonal judgment - observe and interpret people and situations to collaborate diplomatically with faculty, staff, administrators, and outside partners.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.