

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Director Energy Management Services

**DATE PREPARED:** Summer 2014

**DATE REVISED:** Spring 2015; Fall 2016

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**GENERAL SUMMARY:**

Directs the daily work assignments of staff assigned to Energy Management Services which includes, but is not limited to HVAC technicians, electricians and contracted service workers.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Manages the skilled technicians engaged in repair of HVAC equipment and electrical systems of the college/location facilities.

Assists in the planning, regulating and monitoring the energy use of a campus or facility.

Provides assistance with the managing the campus/location sustainability program.

Works to ensure the optimal operation of all maintenance and repair of HVAC equipment and electrical systems of buildings and facilities within assigned area.

Maintains compliance with preventive maintenance standards, policies and procedures; conducting training for technicians in repair and preventative maintenance procedures.

Coordinates the completion of work orders, estimation of materials, labor costs and equipment needed when ordering materials and supplies.

Promotes a customer focused environment. Creates models and maintains an environment that provides customers with desired products, services, and experiences.

Maintains safe work practices for all areas supervised.

Maintains appropriate maintenance of records, the preparation of reports and requisitions for all areas assigned.

Maintains compliance with college and dccc processes, procedures, guidelines, initiatives and directives in all areas assigned to position.

Maintains quality control standards in all areas assigned.

Resolves challenges that surface from daily operations.

Assists with yearly budget preparation.

Reads and interprets data generated by Energy Management System.

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Coordinates the work of independent contractors engaged in HVAC and electrical repair work.

**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

Responsible for the maintenance of records, the preparation of reports and the requisitioning of supplies, tools, materials and equipment.

Works to improve energy efficiency through careful evaluation of the campuses energy use and the implementation of energy-saving measures.

Displays the highest ethical and professional behavior in working with students, college staff, and outside agencies associated with the college. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

Supervision: Responsible for the selection, training, coaching, development and evaluation of assigned full time staff.

Performs related work as assigned

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

- Associate's degree or higher plus HVAC certification and two (2) years of experience with energy management systems or repairing and installing commercial heating, air conditioning and electrical systems and equipment **or** graduation from high school or G.E.D. **plus** HVAC certification **and** six (6) years of experience with energy management systems or repairing and installing commercial heating, air conditioning and electrical systems and equipment.
  - One-year supervisory experience of full-time facilities staff required.
  - Knowledge of various energy management systems, heating, ventilation systems, air conditioning and refrigeration systems.
  - Experience with facilities project management, organization and planning.
  - Familiarity with computer-aided project management.
  - Effective oral and written communication skills with educators, leadership, staff, students,
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- and the public from diverse backgrounds.
- **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued**
- Intermediate level knowledge of computerized energy management systems, data records, and reports.
- Ability to use judgment, decisiveness, and creativity in dealing with situations involving a variety of tasks with frequent change.
- Ability to work independently, make immediate decisions to respond quickly to specific situations.
- Ability to work and coordinate a team to attain optimal performance and services rendered to campus/location facilities.
- Customer service focused; evidence of providing effective customer service.
- Requires a valid driver's license to enable travel within the college/location service areas to various off-site locations.
- Official transcripts and proof HVAC certification will be required.
- \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*