

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	FOREMAN ENERGY CONSERVATION CONTROL			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	AUX 11	DUTY DAYS:	260	DATE REVISED:	02/26/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS

A high school diploma or equivalent is required. A Bachelor's degree from an accredited college or university in an engineering field, or related field is preferred. Four (4) years of related experience is required. Two (2) years in building automation systems, which includes one year of programming, is required. A valid Texas Driver's license is required and must be in possession at all times when operating an AISD vehicle.

SKILL REQUIREMENTS

Incumbent must have knowledge of computerized energy management, control systems and knowledge of applicable controller configuration. This position requires a good understanding of HVAC systems, PID and loops. Programing and data analytics experience is required. Incumbent must have the ability to troubleshoot controllers for proper function. This position requires that the incumbent must be able to read, write, and speak English. The ability to communicate in Spanish is preferred. Strong personal commitment and interest in green building and operations is preferred. Must possess excellent communication skills including the ability to convey complex technical information in a manner that non-technical individuals can comprehend. A valid Texas Driver's License is required.

JOB PURPOSE AND RESPONSIBILITY

Incumbent is responsible for monitoring the Building Automation System (BAS) and Energy Management System (EMS). Review HVAC equipment operations, cooling/heating set-points, and run-time schedules. Continue the successful implementation of the new enterprise BAS for all AISD facilities. Provide feedback and recommendations for the continuous improvement of AISD BAS, EMS usage, and Energy Management scheduling procedures. This position will work in conjunction with the Energy & Water Conservation Team, HVAC department and Operations team to coordinate and execute activities to reduce utility use and cost.

ESSENTIAL FUNCTIONS

- Monitor BAS daily for all AISD facilities to ensure all of them operate as efficiently as possible. Includes reviewing, modifying, and implementing programming changes to BAS to ensure efficient and effective system operations.
- Monitor Energy Management resource availability.
- Collect pertinent technical controls data and make it available online.
- Train others in the use and interpretation of HVAC availability data.
- Maintain and upgrade monitoring systems.
- Locate and assess cost effective software.
- Provide Technical support to Controls Techs.
- Analyze and interpret data. Provide data and report for the Director.

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- Support Resource Management efforts to conserve energy using data.
- Review building energy survey results daily and address any issues related to HVAC.
- Collaborate with the Energy & Water Team to help AISD occupants understand how to use and schedule their buildings efficiently.
- Monitor electrical and water meters District wide and report high usage to appropriate departments.
- Perform hardware and software repairs and verifies correct system and control sequence operations.
- Update air handler schedules upon request. Adjust process loops for optimum performance.
- Calibrate, perform minor repairs, and replace BAS system sensing devices to specifications.
- Troubleshoot power supplies, controllers, and transducers. Takes corrective actions to repair or replace if needed.
- Perform backup and restoration of critical system files and maintains archives.
- Assist in the development, coordination, review, and technical oversight of engineering and design of contracted energy conservation projects.
- Assist in the preparation of communications and reports to administrators, staff, partners, etc.
- Train personnel on topics such as energy management.
- Review energy bills and utility meters as needed.
- Assist in meeting coordination and presentations to the AISD Environmental Stewardship Advisory Committee. Acts as a key leader to provide updates to members about energy and water conservation, and to foster collaborative relationships.
- Collaborate with Energy and Water Team and other relevant parties to ensure schools are equitably served in terms of energy conservation accessibility, infrastructure, resources, and programming. Includes integration of Equity by Design framework into program planning and implementation, establishing metrics, and documenting progress towards equity.
- Remain current in knowledge of energy and water conservation engagement concepts and best practices and identify opportunities to implement applicable strategies at the district.
- Assist in the preparation of relevant RFPs and vendor requirements, as needed.
- Assist Energy and Water team to develop metrics and reports for measuring and sharing progress towards Districtwide energy conservation and carbon and greenhouse gas reduction.
- Compile, maintain, and file all reports, records, and other documents required including utility usage and wiring and installation diagrams of all energy management systems.
- Follow district safety protocols and emergency procedures.

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- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle

Posture: Prolonged sitting; occasional kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching, climbing stairs/ladders, and overhead reaching; frequent driving

Lifting: Frequent light lifting and carrying (less than 15 pounds)

Environment: Work inside in office environment; occasional work outside, on slippery or uneven walking surfaces; occasional exposure to extreme hot and cold temperatures, dust, electrical hazards; may work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS

This position reports directly to the appropriate supervisor of the department. Incumbent has regular contact with the energy management team, campus staff and the HVAC staff as needed.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: