 **Manager, Energy Program Standard Job Description**

**Classification Title:** Manager, Energy Program

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $97,495

**Job Description Summary:**

The Energy Program Manager, under direction, provides leadership and organization for energy conservation programs.

**Essential Duties and Tasks:**

**40% Energy Management Program Support**

* Provides overall program support to identify energy reduction targets and establish an energy consumption baseline.
* Publishes monthly and annual performance reports regarding that baseline.
* Provides regular reports on the overall effectiveness of the energy management program.

**20% Energy Conservation Planning**

* Manages and compiles energy conservation measure cost estimates based on documented program needs.
* Helps develop short and long-term plans for implementation.
* Identifies energy saving opportunities and establishes plans to accomplish savings while meeting the needs of constituencies.

**10% Facility Design and Stakeholder Relations**

* Provides input on facility design and construction activities related to energy management.
* Develops and maintains relations with Maintenance/Operations departments and other stakeholders to optimize facility comfort while reducing energy consumption levels.

**10% Energy Purchase Recommendations**

* Provides input on energy purchase agreements and makes recommendations regarding energy fuel selections.
* Contributes to a safe work environment by reporting accidents and unsafe conditions.
* Uses proper personal protective equipment and follows safety procedures outlined in Material Safety Data Sheets.
* Participates in safety training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in Mechanical Engineering, Electrical Engineering, or Energy Engineering, or equivalent combination of education and experience.
* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.  
  Excellent verbal and written communication skills.
* Strong analytical, organizational, and project management skills.

**Machines and Equipment:**

* General Office Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**