

# COORDINATOR, UTILITIES SERVICES FULTON COUNTY SCHOOLS

ATLANTA FULL TIME

## JOB DETAILS

### **Position Summary:(Open Until Filled)**

Provides leadership and coordination for planning, implementation, and assessment of the Utilities Services Department

### **Duties and Responsibilities:**

- Provides utility conservation leadership and supervision of all utilities services functions
- Works closely with the Executive Director, Facilities Services to develop and implement utility conservation measures and policies
- Supervises computer-aided energy management system operations and oversees HVAC operations and maintenance functions, including preventive maintenance routine(Staff of 23)
- Oversees the maintenance of mechanical systems in existing buildings to ensure a safe, comfortable environment on a daily basis by making expedient, sound decisions relating to utilities and comfort system operations
- Implements preventive maintenance techniques to prolong the life cycle of existing mechanical systems
- Develops, recommends and implements a long-range plan for the replacement of aging system components in collaboration with the Executive Director
- Develops, implements and maintains a District-wide energy management and energy education program to promote energy conservation
- Oversees the operation, maintenance, and upgrade of DDC building control systems
- Performs site visits and consults with Principals and other administrators
- Develops and manages departmental budget in accordance with District priorities and in coordination with the Executive Director
- Monitors departmental practices, supplies, and expenditures constantly to ensure efficient use of resources
- Monitors monthly budget reports, manages purchase card expenditures, and track purchase card invoices
- Contracts HVAC maintenance that cannot be performed in-house as approved by the Executive Director
- Manages preventive maintenance contracts on HVAC system equipment; Evaluates bids as requested and monitors bidder's performance
- Develops and manages the utility budget
- Maintains up-to-date records of utility consumption and cost for each site
- Practices and communicates standards of safety in the workplace and especially around students
- Maintains a customer-focused perspective while communicating effectively with school personnel, supervisors, subordinates, peers, vendors, public, etc
- Reviews and approves payment of all utility bills, including water, sewer, electricity, and natural gas
- Prepares and submits invoices for payment
- Participates as a member of the Indoor Air Quality Team
- Performs other duties as assigned by the appropriate administrator

### **Education and Experience:**

#### **Education:**

- Bachelor's Degree in Business, Engineering, or related field required; Master's Degree preferred(Bachelor's in Mechanical Engineering with EIT and CEM would be good)

#### **Experience:**

- Minimum of 7 years experience in an energy conservation role in a large institutional or educational setting required;
- Specialized training in utilities management and utility conservation preferred;

**Certification/Licensure:**

- Valid Georgia Driver's License required

**Minimum Qualifications:**

- Professional understanding of energy accounting, energy management strategies, utility rate structures and mechanical systems found in school building
- Ability to supervise and work effectively with departmental personnel
- Good decision-making and problem solving skills
- Ability to develop implement, monitor, and evaluate program goals and initiatives
- Excellent communication skills both written and verbal
- Excellent organizational and leadership skills

**Salary Information:**

**Starting Salary Range for 2019-2020**

\$74,027 - \$87,368 Also, Take home vehicle that is maintained and fueled by school system. Used for commuting and travel for work. There might be a little flexibility for higher starting candidate for highly qualified, highly experienced candidate. Great work environment with very good benefits. Defined benefit retirement program(Georgia Teachers Retirement System that is portable to other Georgia K-12 school systems and public universities(Reciprocity with most other state TRS systems), subsidized insurance, 235-day work calendar plus 10 days vacation that grows to 15 days at 5 years and 20 days at 10 years that can accrue to 9-weeks. Also, sick days that do not expire