

Job Description: Energy Management Specialist

Revision Date: 2018.08

Reporting Structure: Direct to Controls Supervisor

Department: Ops/Controls

Direct Reports: No

POSITION PURPOSE

The Energy Management Specialist is responsible for ensuring correct installation of designed building automation systems, assisting controls installation contractors with issues/questions, controls startup and checkout procedures, controls communication verification, controls system testing and operational verification, developing/implementing controls programming, developing graphics for equipment, and conducting controls system training on controls systems.

DUTIES, TASKS AND RESPONSIBILITIES

Support & Programming

- Write system specific application programming.
- Develop physical and virtual point databases.
- Conduct point-by-point check-outs and system start-ups.
- Develop graphics.
- Set up panel to panel communications.
- Set up EMS operator workstation to customer network communications.
- Set up remote access communications.
- Set up all reporting and alarming functions.

Maintenance & Assistance

- Work with the Performance Assurance Administrator to ensure that all EMS functions are in place required to facilitate his/her responsibilities.
- Review, inspect, test, and document the performance of HVAC, control, lighting, and other systems to assure that these systems are achieving desired results.
- Perform on-line and on-site trouble shooting of building performance problems throughout the term of our contracts.
- Assist the Service Group in resolving EMS problems on service agreement accounts.
- Assist Engineering in analyzing existing facilities and developing solutions during the proposal development phase.

Commission & Optimization

- Commission and optimize all building systems to ensure peak performance.
- Repeat the optimization process for three seasons after the initial commissioning and first season optimization is complete.

Communication & Collaboration

- Communicate with customers regarding projects.
- Provide training to customers on EMS.
- Communicate with and assist Performance Services employees regarding projects.



BEHAVIORAL COMPETENCIES

Core Competencies

- **Integrity** – Act with integrity; truthfulness, fairness and honesty.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – Conduct oneself as a steward-of PSI, supporting its growth & ability to help those in need.
- **Accountability** – Take responsibility for one’s actions and decisions.

Position-Specific Competencies

- **Pace and Variety of Activities** -- Unambiguous work direction. Completing tasks from start to finish with a concern for getting work done on time and correctly.
- **Focus** -- Extremely task-oriented. High standards of quality and accuracy
- **Decision-Making** -- Adhering to established guidelines and procedures. Requires high degree of information gathering before making decision. Must be comfortable in making decisions in area of specialty or expertise.
- **Communication and Collaboration** -- Reserved, factual, formal and sincere communication.
- **Delegation and Leadership Style** -- Strong follow-through on delegated tasks and assignments.

WORKING CONDITIONS

- Office functions will primarily be performed at PSI’s main business office.
- Some overnight travel will be required.

MINIMUM QUALIFICATIONS

Education/Experience

- Minimum of 2 year technical degree or equivalent.
- Minimum of 5 years of HVAC experience as a Control Technician.
- Service background is strongly preferred.
- Experience serving K-12 schools is preferred.
- Engineering experience is preferred.

Physical Demands

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. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.