

Director IV, Sustainability, Energy, and Environmental Services

Position Details

Job Code: U7103

Reference Code: A075

Division: Facilities Services Unit

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator to plan, organize, and manage the strategic and operational sustainability and resource conservation initiatives, preventative maintenance of building systems, and environmental health and safety programs to reach the goals, objectives, and action items set by the Clark County School District to ensure healthy, reliable, and efficient school buildings for every student; to enforce strict compliance with federal, state, and local energy, environmental, and occupational health and safety laws and regulations and District policies and procedures; and to efficiently and professionally investigate, evaluate, monitor, report, and resolve districtwide environmental issues and complaints within the District or as referred by external regulatory agencies. The position is directly responsible to the Chief of Facilities, Facilities Services Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops an effective districtwide training program; utilizes effective strategies to reduce districtwide energy consumption; educates staff on the proper procedures to establish energy efficient behavior programs in each facility.
2. Develops resource conservation initiatives, work plans for preventative maintenance of building systems, and environmental health and safety programs to reach the goals, objectives, and action items set by the District to ensure healthy, reliable, and efficient school buildings for every student.
3. Oversees the consistent execution of key facilities energy and water management systems (E&WMS) and processes that increase resource efficiency and reduce resource-related costs.
4. Oversees compliance with energy, environmental, and occupational health and safety federal, state, and local laws and regulations and District policies and procedures.
5. Oversees plans, audits, and evaluations of new and existing energy use and efficiency of machinery, equipment, buildings, other physical structures, or processes.
6. Responsible for the management, measurement, and effectiveness of the Building Automation Systems (BAS) to include Facilities Services Unit key performance indicators.
7. Spearheads the development and implementation of effective inter-District communication on sustainability and energy conservation strategies and processes.
8. Controls, maintains, and reports to Chief of Facilities utility (electricity, natural gas, and water) records and the database for all District facilities on a month-to-month basis. Maintains District utility history of meters (i.e., monthly consumption, demand, costs, and meter read dates).
9. Assists in procuring utility to ensure that the District is getting the best value. Manages utility rebate and incentive programs.
10. Leads audits to evaluate water and energy use and consumption, costs, or efficiency initiatives that reduce the District's operating costs. Plans and renews energy initiatives for new construction, renovations, and retrofits that maximize energy conservation.
11. Develops and deploys resource control procedures and methodologies to evaluate and assess resource control measures and environmental and sustainability program activities.
12. Develops an aggressive program to reduce District costs for energy and leverages sustainability to add value to the District; develops long-range plans for implementing innovative resource management programs.

13. Recommends sound policies directed toward energy efficiency; articulates the District's mission and goals in the area of environmental and resource management and preventative maintenance of building systems to District staff and the community and solicits support.
 14. Develops and implements a behavioral change program districtwide to reduce utility consumption and increase recycling rates.
 15. Develops a plan to identify and implement renewable energy opportunities throughout the District.
 16. Develops resource conservation initiatives, work plans for preventative maintenance of building systems, and environmental health and safety programs to reach the goals, objectives, and action items established by the District to ensure healthy, reliable and efficient school buildings.
 17. Researches and initiates recycling programs supported by federal, state, and/or local governments; assesses how District schools/buildings may be eligible for participation in such programs and ensure that standards are maintained in buildings once programs are initiated.
 18. Determines and allocates rebates available to all schools/central office budgets.
 19. Oversees programs designed to investigate, remediate, abate, monitor, and resolve districtwide issues and complaints within the District or as referred by external regulatory agencies.
 20. Oversees hazardous waste monitoring and disposal compliance programs.
 21. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of utility rates and demand charges.
2. Knowledge of energy efficient heating, ventilation, air conditioning, and refrigeration (HVACR) and lighting technologies.
3. Knowledge of utility tracking software applications.
4. Knowledge of local laws and regulations relating to employee and public safety, health, environment, hazardous waste, public safety.
5. Familiarity with technical guidelines and publications produced by federal agencies and technical and professional associations.
6. Working knowledge of computers for record keeping, data tracking, research, and correspondence.
7. Working knowledge of air and bulk sample-collection techniques and analytical methods for assessment of air, water, soil, noise, chemicals, radiation, and illumination.

8. Knowledge of regulatory agencies involved in management of facilities to include State Public Works Division, State Fire Marshal, local commissions and councils, Southern Nevada Health District (SNHD), and Clark County Fire Departments.
 9. Background knowledge, training, and experience in budget planning and fiscal control of large funds.
 10. Ability to promote a culture of sustainability and energy conservation
 11. Ability to motivate others in meeting organizational goals
 12. Ability to be receptive to new ideas and technologies
 13. Ability to prepare written reports and presentations clearly and concisely.
 14. Ability to make critical analysis, such as cost benefit of analysis in determining courses of action.
 15. Be able to affect a rigorous program of environmental control to ensure that all federal and state laws are complied with and that District programs for control of hazardous materials, asbestos, and other environmental investigations, mitigations, and remediation's are done in the best interests of the District, employees, and students.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in environmental studies, urban planning, construction management, architecture, engineering, energy management, business administration, public administration, or a closely related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

1. Professional Engineer, P.E.
2. Professional designation as a Certified Energy Manager (CEM).
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Seven (7) years of experience administering major programs or projects in water/energy conservation, sustainability, energy management, environmental compliance, or related field, of which three (3) years include executive-level

administrative experience with similar scope and responsibilities of the position including experience working with complex, multi-unit facilities.

Preferred Qualifications

1. Advanced degrees from an accredited college or university in sustainability, environmental science, environmental engineering, or a related field.
2. Leadership in Energy and Environmental Design (LEED) Professional Accreditation by the Green Building Certification Inc. (GBCI).
3. Experience managing projects or programs regulated by state or federal environmental/sustainability issues.
4. Experience with the Environmental Protection Agency (EPA) Energy Star and Indoor Air Quality (IAQ) Tools for Schools Programs. Ten (10) or more years of professional experience as a Professional Engineer and Certified Energy Manager; and/or administering major programs or projects in water/energy conservation, sustainability, energy management, environmental compliance, or related field, or other public agency.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/12/22
- Created: 09/30/19