



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Energy Analyst
Payroll/Personnel Type:	12 Month
Job #:	6640
Reports to:	Deputy Superintendent of Operations/Building Commissioner
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Energy Analyst will be responsible for supporting an ongoing evaluation of operational and maintenance related energy efficiency opportunities for a multi-site school district creating a safe, functional and welcoming environment.

Essential Functions:

- Develop and apply strategies for improving energy efficiency and lowering costs, such as incorporating new energy-saving technology, minimizing unnecessary energy consumption
- Assist with identifying and evaluating energy efficiency measures, calculate the savings potential of measures, and prepare assessment reports
- Monitor all utility billing to identify and resolve any issues, track consumption and rate information, and track savings due to energy efficiency projects
- Create formal documentation, including memorandums, reports, etc., which are routine deliverables produced by the Energy Manager
- Proficient with MS Office applications

Knowledge, Skills, and Abilities:

- Working knowledge of building systems, i.e. boilers, chillers, HVAC/R, and BAS
- Able to lead building energy audits
- Familiar with St. Louis Energy Codes
- Able to work in a diverse environment with focus on customer service
- Able to successfully build alliances and influence key decisions makers (on all levels)
- Be capable of leveraging the appropriate internal and external resources to implement a Turnkey Solution
- Strong organizational and computer skills are necessary, particularly Microsoft Office Suite

Experience:

- Seven years of direct experience in the energy management/efficiency sector

Education:

- Bachelor's Degree in Engineering or technical related field (required)
- Possess a Certified Energy Manager (CEM) Certification

Physical Requirements:

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point



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- Medium work – exert up to 25 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- Must possess a valid driver’s license
- Must be physically able to operate a motor vehicle
- Must poses a valid driver’s license
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Maintenance work is performed both indoors and outdoors year round
- Must be able to withstand extreme temperatures as well as potentially hazardous environments
- Must be physically able to wear dust mask/respirator and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Supervisor	_____ Date	_____ Date	_____ Immediate
_____ Human Resources		_____ Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.