

## ENERGY CONSERVATION & USE TECHNICIAN \*

### Function of Job:

Under general supervision of designated supervisor, perform support duties relevant to building, operating, repairing, and monitoring energy consuming systems and related systems, including operating computerized energy management system, monitoring utility readings and billings, and developing associated reporting.

### Characteristic Duties and Responsibilities:

1. Install, operate, repair, troubleshoot, replace and monitor hardware for computerized energy management system used for campus buildings, including adjusting complex HVAC systems and making necessary corrections to match building and occupant requirements for campus buildings.
2. Perform scheduling and programming of system for daily use, including routine and special scheduling for campus spaces.
3. Troubleshoot, debug, and revise software for energy-related control and monitoring systems.
4. Respond in timely manner to climate control and scheduling calls from campus community.
5. Assist and/or dispatch maintenance technicians for energy management system equipment repair and field monitoring.
6. Respond to emergency situations for HVAC schedules during evening hours and weekends, which may include being on-call and/or carrying a pager.
7. Assist in auditing energy and utility purchases, including lighting, and in analyzing cost and consumption patterns and maintaining records.
8. Develop and analyze reports for water and sewer, electric, fuel oil, and steam and maintain related databases as assigned.
9. Communicate regularly with vendors.
10. Assist with energy conservation projects and programs.
11. Perform related duties as assigned.

### Minimum Acceptable Qualifications:

1. Two-year technical degree related to HVAC systems and/or energy management and three years of experience, five years experience in directly related field, or combination of technical education and experience equal to five years.
2. Computer skills as required by department.
3. Ability to establish and maintain effective working relationships with staff, faculty, students, vendors and the general public.
4. Valid driver's license.

### Additional Desirable Qualifications:

1. One year of operational experience with computerized energy management system.
2. Supervisory skills.
3. Experience in a college/university setting.

7/1/05  
System Approval

7/1/05  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\*Revised-Original approved 10/8/80 and revised 3/10/82 as "Energy Conservation and Use Technician" and revised 2/9/84 and 6/12/92 as "Energy Conservation and Use Coordinator", and and 11/23/98 as "Energy Conservation & Use Assistant".

