**Definition of Class**
This is a professional position in which the incumbent is responsible for the conservation and management of energy resources used by the university. The incumbent manages energy conservation efforts, provides conservation education and training to the university community, manages utility contracts, and serves as a resource to administration as it relates to energy conservation and management while exercising independent judgment and a high degree of discretionary authority.

**Examples of Work Performed**
Develops and manages a comprehensive energy conservation and management program to reduce overall consumption and costs.

Evaluates opportunities for energy conservation, cost reduction, and cost avoidance and assists in meeting governmental regulations and programs supporting energy conservation.

Assists campus administrators and other officials in energy conservation management planning and policy development.

Evaluates energy management activities and represents the university in energy related matters.

Provides education and training to the university community as it relates to energy conservation.

Compiles and analyzes previous energy consumption and cost data from existing records.

Assists in preparation of the utility budgets by formulating utility use projections.

Monitors monthly data including operating capacities, service demand, and fuel supplies.

Prepares and analyzes monthly consumption and costs reports. Identifies trends, patterns, and anomalies. Presents recommendations to administration.

Audits energy consumption in existing buildings and facilities and recommends energy conservation measures for implementation in planned new construction.

Recommends effective methods of decreasing and/or eliminating existing sources of high energy usage.

Manages contracting for purchased utilities.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and implements a comprehensive energy conservation and management program to reduce overall consumption and costs.

2. Provides education and training to the university community as it relates to energy conservation and management.
3. Monitors and analyzes energy consumption and costs.

4. Serves as a resource to administration as it relates to energy conservation and management.

5. Manages contracting for purchased utilities

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to sit; and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s Degree from an accredited four-year college or university in Building Science, Mechanical Engineering, Electrical Engineering, or a related field.

  **AND**

- **Experience:**
  Three (3) years of experience related to the above described duties.

  **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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