

Wright State University
CLASSIFIED JOB SPECIFICATION
Energy Management Analyst

I. JOB INFORMATION

Job Title: Energy Management Analyst (CS 16)

Job Class: 51220

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under administrative direction assists with the overall campus energy management responsibilities and the efficient utilization of all utilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Assists with coordinating energy utilization of the campus' HVAC plants in order to maximize efficiency and minimize cost.
- Establish and manage conservation programs and documentation and reporting on energy consumption to demonstrate effectiveness of conservation programs.
- Assists with establishing and managing energy conservation programs within the campus community.
- Analyzes energy usage data, equipment data, market trends, and financial data.
- Researches and develops innovative approaches to energy management with the goal of cost reduction, pollution reduction and efficient energy systems.
- Continuously reviews the energy management programming utilized by the campus building automation system.
- Works with Plant Operations Management to add/delete and/or adjust the programs used to attain reduced energy consumption campus-wide.
- Analyzes utility options, services, vendors, rates, future utility needs, market trends, and financial data to obtain the best utility services for the lowest cost to the university.
- Assist in the development of utility contracts.
- Reviews and approves utility service payments. Analyzes financial cost data for campus energy utility services.
- Responsible for monthly utility meter readings and usage reporting (includes gas, electric, water and sewer).
- Process reports and supports the operation of energy management software programs. Maintains Physical Plant Energy Management's web pages.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related work experience. Must be proficient in the use of business application software, to include word processor, spreadsheet, and database programs. Work experience must include strong analytical math skills, as well as advanced written and verbal communication skills.

V. WORKING CONDITIONS

Typical office environment. May work varied hours and shifts to include early mornings and evenings; requires on-campus travel.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

VIII. JOB SERIES

51200

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.