

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Energy Systems Coordinator*

**I. JOB INFORMATION**

**Job Title:** Energy Systems Coordinator (CS 15)

**Job Class:** 51222

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general supervision of the Manager of Energy Conservation & Utilities, monitors the use of utilities, operates, schedules and programs the equipment optimization within the Building Automation System. Assists Management with troubleshooting, planning, organizing, and controlling the multi-faceted energy software programs.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Monitors and maintains all plant data acquisition, building management and central control system to verify proper operations.
- Partners with energy management team to review proposed control strategies and provides recommendations for improved energy efficiency.
- Analyzes operations and develops trends in terms of energy efficiency.
- Provides timely and efficient customer service response; collaborates with customers to resolve concerns and establishes scheduling requirements; develops customer/contact list by area across campus.
- Develops and executes EMS-based reports and disseminates information to all stake holders.
- Utilizes the computerized maintenance management system (CMMS) to identify patterns with customer complaints and works with all stake holders to create a solution.
- Develops and maintains a collaborative relationship with HVAC department through effective communication
- Responsible for monthly utility meter readings and usage reporting (including gas, electric, water and sewer.)
- Researches and develops innovative approaches to energy management with the goal of cost reduction and efficient energy systems.

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

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

Experience in writing, editing, and budget management. Working knowledge and skills to utilize current office equipment and a variety of complex software packages. Demonstrated skills/knowledge of additional software may be required. Must be proficient in the use of business application software to include word processor, spreadsheet, and database programs such as Microsoft Word or Excel. Required experience in the use of computerized maintenance management software programs such as Siemens and SchoolDude. Working knowledge of safety codes, practices, and procedures and advance written and verbal communication skills required. Public relations and interpersonal skills; project management, analytical, and excellent planning and organizational skills; ability to calculate basic math, fractions, decimals, and percentages. May be required to interpret and work from blueprints, etc.

**V. WORKING CONDITIONS**

Requires extensive computer work. Must be able to walk considerable distances on a regular basis. Employee will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

**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**

*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.*