



VACANCY ANNOUNCEMENT

ARLINGTON PUBLIC SCHOOLS

2110 Washington Blvd., Arlington, VA 22204

December 11, 2020

ENERGY/STORMWATER MANAGEMENT
PROGRAMS ADMINISTRATOR
JOB NUMBER P/E20-21.015

APPLICATIONS MUST BE SUBMITTED ONLINE BY MONDAY, JANUARY 11, 2021
AND WILL ONLY BE CONSIDERED IF ALL REQUIRED INFORMATION IS
INCLUDED.

Human Resources announces an opening for the position of Energy/Stormwater Management Programs Administrator in the Facilities and Operations Department. This is a twelve-month position Grade E-12 on the administrative and supervisory salary schedule with a salary range of \$79,648 to \$119,963 (2020- 2021 Salary Schedule).

DISTINGUISHING FEATURES OF WORK

Administers the Energy Management and Stormwater Management Programs of Arlington Public Schools (APS), ensures regulatory compliance and system effectiveness, and leads or assists in related facility operations and maintenance matters. Conceives, advises/consults on, or designs/develops and manages, energy efficiency projects and promotes sustainability practices throughout APS including lighting, heating, cooling and water projects. Manages the APS utilities budget. Monitors, inspects and ensures proper maintenance of all stormwater facilities. Collaborates on and facilitates, or provides, educational outreach and instruction for students and staff on energy-conservation-and stormwater sustainability issues; promotes APS initiatives externally. Serves as 'senior internal consultant' to APS project managers on energy/stormwater management issues in design/construction and major maintenance projects. Leads special projects/teams, as assigned. Impact of the work is realized in effective, legally compliant day-to-day administration of assigned programs and provision of insightful, specialized advice/assistance to design-construction-maintenance project managers. Performs related functions.

The Energy/Stormwater Management Programs Administrator reports to the Director of Maintenance (supervisor).

ILLUSTRATIVE EXAMPLES OF WORK (May not include all duties performed – These are intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensures compliance with Federal, State, Arlington County and APS requirements in assigned programs including established goals which may be linked to business/industry standards such as Leadership in Energy and Environmental Design (LEED) standards of the US Green Building Council (USGBC) for building design-construction-maintenance-operation. Provides reports to the Virginia Department of Environmental Quality

(VDEQ) and coordinates with Arlington County on all APS stormwater issues.

- Seeks continuous improvement in programmatic efficiency and effectiveness including cost control in utility maintenance and operations. Applies existing, or drafts, recommends or implements new/revised, programmatic policies and procedures.
- Develops and manages the APS utilities budget. Manages contracts and looks out for APS interests in rates and charges. As assigned, serves on associations/committees such as the Virginia Energy Purchasing Governmental Association.
- Monitors and assesses electrical, natural gas and potable water usage at all sites. Assesses, and assists Transportation staff concerning, diesel/gasoline-in-transportation usage.
- Manages energy and water efficiency projects including lighting upgrades, heating/ventilation/cooling (HVAC) projects and water use upgrades.
- Collaborates and coordinates with the APS maintenance trades teams on various energy efficiency issues within school facilities. Directs adjustment of, or personally adjusts, building automation systems (electricity-HVAC-lighting-etc.) to increase efficiency or to accommodate special events.
- Reviews plans for, advises on and coordinates internally and externally concerning energy management and sustainability issues including renewable energy and involving new design- construction or major maintenance/upgrade projects. Serves as ‘senior internal consultant.’
- Manages, coordinates and implements stormwater management projects to ensure compliance with the stormwater permit.
- Manages the small, municipal separate stormwater sewer system (MS-4) permit and program.
- In serving as a project manager, prepares scope/specifications/statements of work for proposals; serves on the evaluation/selection committee for acquisition of professional services and construction-maintenance-repair contractors; prepares project budget, oversees and accepts contractor work; and approves invoices for payment, provides support to the Purchasing Office regarding construction claims, and may manage warranty services.
- Promotes APS sustainability initiatives within APS and externally. Presents at State, regional and local events. Provides tours of APS facilities.
- As assigned, serves on Advisory Committees such as the Superintendent’s Advisory Committee on Sustainability.
- May serve as leader over an assistant.
- Keeps abreast of developments in the fields of assigned programs, including building component, building system, building material and environmental issues/advances, and of the strategic initiatives, goals and key objectives/issues of APS in assigned program areas. Maintains/Improves program and project management knowledge/skills.
- Communicates and interacts effectively with internal and external business contacts including APS personnel at all levels, County/State government personnel, utility providers and the public; instructs/informs students and staff on energy-conservation-sustainability issues. Engages with the communities served by APS, and speaks in public.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software (such as project management and building automation systems software) for planning, scheduling, communicating (email), word processing,

manipulating data, preparing presentations, reporting time and attendance, budgeting, requisitioning, researching (the Internet), and performing other functions.

- Uses technical equipment to check operating characteristics of systems, calculate heat gain/loss, etc., and hand and power tools to adjust equipment controls, take air, surface and subsurface samples, etc. Calibrates and maintains (at the operator level) test equipment (meters, gauges, etc.), and ensures effective maintenance and repair by higher maintenance echelons to ensure effective equipment performance.
- Drives a sedan or pick-up or similar vehicle to/from work sites, suppliers and other sites.
- Performs related work, as assigned or on own initiative.

REQUIRED KNOWLEDGE AND SKILLS

- Experience working with students, families, and staff from various cultural and linguistic backgrounds.
- Comprehensive professional knowledge of engineering, or environmental science, to administer the APS energy management program, the APS stormwater management program and other assigned programs.
- Comprehensive knowledge of, and skill in applying, Federal, Virginia, Arlington County and APS regulations, programs, processes and procedures as well as industry standards and ‘best practices’ covering energy management, stormwater management and other assigned programs (including USDOE, USEPA, VDEQ, ASHRAE and LEED requirements or standards) to ensure programmatic compliance and effectiveness, APS-wide; Virginia-, Arlington County- and APS-specific knowledge/skill sets may be acquired on the job.
- Knowledge of APS facilities and APS utility systems, including building automation systems, to assess, manage and improve use of energy, water, building systems, etc., and of APS and Department of Facilities and Operations guides pertinent to project management, budget management and other functions assigned. Knowledge of these bodies of information may be acquired on the job.
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems, identifying relevant information, handling divergent, concrete or abstract variables, making balanced recommendations and decisions, and exercising mature judgment. Examples include reviewing mandates/requirements; technically planning, advising on or managing energy management and stormwater management operations and projects; and applying existing, or recommending new/revised, programmatic policies and procedures.
- Skill in oral communication to understand verbal information (including facts, assertions and arguments) and to express such information verbally so that others will understand, comply or agree and, at times, be convinced or persuaded. This includes skill in listening ‘actively’ and encouraging effective oral communication by others such as students and audience-tour members.
- Skill in written communication to draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, comply or agree and, at times, be convinced or persuaded. This includes skill in reviewing written work in the forms of plans, reports and program documents, as well as skill in preparing memoranda, drafting procedures, etc.
- Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized instruments/software.
- Interpersonal skills to interact with contacts in a businesslike, customer service-oriented

manner by establishing and maintaining effective working relationships and working in harmony with others.

- Ability and willingness to work under pressure of deadlines and peak periods.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- A Bachelor's Degree in Engineering, Environmental Science or any other professional field providing a strong foundation for success in the duties and responsibilities in this class specification is **required**.
- Five years of progressively responsible experience in energy management for a geographically dispersed, multi-facility organization that includes substantive work in most of the essential energy management functions in this class specification, such as regulatory compliance monitoring and reporting, budget management and system improvement planning and execution, are **required**. Substantive professional experience in stormwater management is **preferred**.

LICENSE/CERTIFICATION

- Combined Stormwater and Erosion and Sediment Control Program Administrator or Combined Stormwater and Erosion and Sediment Control Inspector certification by Virginia is **required** no later than six months after placement into this class.
- A valid state driver's license is **required**.
- Certified Energy Manager (CEM) designation by the Association of Energy Engineers, or Professional Engineer, or an equivalent certification, is **preferred**.

APPLICATION PROCESS

Candidates must apply online and attach a resume, a written statement of interest in and qualifications for this position. Please complete the online Professional application on the APS website in the Employment section: www.apsva.us. A minimum of three letters of recommendation must also be submitted online as part of your application packet.

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PLEASE POST

EQUAL OPPORTUNITY EMPLOYER

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It is the policy of the Arlington School Board, as stated in the School Board Policy G-2.30, that employment opportunities shall not be restricted, abridged or otherwise adversely affected on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, marital status, genetic information, pregnancy status, veteran status, gender identity or expression, and/or disability.