

**Energy and Sustainability Manager
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=242488>

Downloaded On: Aug. 10, 2024 7:13am

Posted Aug. 1, 2024, set to expire Aug. 15, 2024

Job Title Energy and Sustainability Manager
Department DO Business Services
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Aug. 1, 2024

Application Deadline 08/15/2024

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Energy and Sustainability Manager

Rancho Santiago Community College District

Salary Range: Grade H: \$119,849.49 - \$160,617.63

Job Type: Full Time

Job Number: CL24-00972

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Location: Santa Ana, CA

Division: DO Business Services

Closing: 8/15/2024 5:00 PM Pacific

Job Description

POSITION OVERVIEW

Under the supervision of the Assistant Vice Chancellor, Facility Planning, Construction, and District Support Services or designee, the Energy and Sustainability Manager is responsible for the Rancho Santiago Community College District's energy and sustainability program and stormwater management program in compliance with Board Policies, Administrative Regulations, the Sustainability Plan, and applicable codes and/or governing regulations. Develop and manage the District's sustainability plan, strategic implementation plans with metrics for monitoring, site energy audits inclusive of assessments and analysis, preparation, and submission of the annual energy usage calculator report to the Community College Chancellor's Office and improve overall energy and sustainability goals. Develop and manage the District's stormwater management program in compliance with the State Water Resources Control Board's small municipal separate storm sewer system (MS4) permit requirements; work closely with existing staff to provide expertise, guidance, training, and support to ensure the District is in compliance with applicable codes and regulations, new changes in the area of stormwater management.

REPRESENTATIVE DUTIES

1. Update the District's sustainability plan. Participate in committees and workgroups and help manage the District's sustainability plan. Coordinate within the collegial governance structure and measure strategic plans and goals against the sustainability program baseline data points.
2. Identify and evaluate energy and sustainability opportunities, calculate potential cost savings by performing a lifecycle cost analysis and help prioritize capital outlay projects.
3. Identify mandated goals, document energy and sustainability goals, and assess the feasibility of goals. Undertake cost impact analysis when necessary.
4. Develop and update energy management and sustainability policies, facility advisories, standards, and guidelines. Coordinate with staff any recommendations to District Design Guidelines and Standards.
5. Evaluate landscaping practices, exterior light pollution, building and hardscape management practices, stormwater management practices, and make any recommendations for improvement.

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6. Evaluate building envelope, indoor environmental quality, thermal comfort, and filtration systems.
7. Perform energy audits and evaluate best practices, review, and analyze historical usage energy consumption data, and review the District's Building Automation System.
8. Perform water audits and evaluate best practices, evaluate flow rates, leaks, irrigation systems and smart controller software, and identify water conservation opportunities.
9. Perform universal waste audit, evaluate collection methods, and identify improvement opportunities.
10. Track utility consumption and costs across the district and review against a baseline.
11. Calculate carbon footprint and identify carbon footprint reduction strategies and opportunities.
12. Coordinate with M&O and solicit energy conservation and sustainability opportunities ideas, review existing preventative maintenance (PM) procedures, and educate M&O staff regarding energy, sustainability, and stormwater management practices.
13. Develop a plan for continuous commissioning, review post-commissioning results and fine-tune operational sequences and parameters.
14. Supervise staff and consultants to ensure projects are delivered in an effective, timely, and responsible manner. Take necessary corrective actions and propose improvements as necessary.
15. Undertake record keeping and project document controls to ensure files are properly provided, updated, retained, and archived.
16. Identify proper scope of work to outline actions to complete the project from inception to completion. Develop, monitor, and oversee project schedules and budgets.
17. Assure the timely preparation, maintenance and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.
18. Resolve issues timely and interface with contractors or other professional consultants to resolve disputes through effective communication, negotiation, and contract conformance review.
19. Conducts work in an organized, orderly, thorough, and professional manner.
20. This position may on occasion be required to assist with other duties related to the department, in addition to primary responsibilities of energy and sustainability program and stormwater management program under the supervision of the Director or Assistant Vice Chancellor.

KNOWLEDGE AND ABILITIES

Knowledge of best practices associated with energy, sustainability, and stormwater management. Knowledge of Building Codes and Regulations (e.g., Title 24 Energy Code, CALgreen, DSA Bulletins and Regulations), State goals and California Community College Vision 2030 guidelines.

The ability to read and interpret highly technical documents. Ability to develop project scopes, budgets, estimates, and make formal presentations to campus constituents.

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Preference will be given to candidates who possess a Leadership in Energy and Efficiency Design (LEED) certificate and/or a Certified Energy Manager (CEM) certification.

The successful candidate must have superior verbal and written communication skills and demonstrate the ability to act independently with high integrity, exercise good judgment, provide constituencies and management with clear feedback, and make independent decisions as appropriate. Possess strong interpersonal skills; the ability to establish and maintain a productive working relationship to communicate effectively with diverse constituencies.

Job Qualifications

MINIMUM QUALIFICATIONS

Education and Experience Bachelor's degree (B.S.) from an accredited college or university in civil engineering, operations management, planning, environmental design or related field or equivalent training and experience, plus a minimum of plus a minimum of five years of related and progressively responsible experience involving energy and sustainability management.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital

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status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation

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of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience

Foreign Transcripts: Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4567974/energy-and-sustainability-manager>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

DO Business Services
Rancho Santiago Community College District

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