Energy and Sustainability Administrator (Temp PT)
Community College of Allegheny County

Job Title	Energy and Sustainability Administrator (Temp PT)
Department	NA
Institution	Community College of Allegheny County
	Pittsburgh, Pennsylvania
Date Posted	Aug. 1, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Apply By Email	
Job Description	

Energy and Sustainability Administrator (Temp PT)

Position Title: Energy and Sustainability Administrator (Temp PT)

Employment Type: Temporary Part-Time

Department: Facilities Management

Campus: College Wide

Additional Information: This position will remain open until filled. However, to ensure consideration

for an interview, please submit your completed application, cover letter, and resume by no later than 8/8/2025. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours: Standard College hours are Monday - Friday, 8:30 am - 4:30; Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Hourly Wage:$27.28

Job Category: Administrators

Job Open Date: 7/24/2025

Job Close Date:

General Summary: The Energy and Sustainability Assistant will provide essential technical and administrative support as part of the Energy and Sustainability Team within the Department of Facilities Management. Working closely with the Director of Energy and Sustainability, this new role will support the achievement of key objectives in energy and sustainability at the Community College of Allegheny County, particularly within the Facilities operations areas. The Energy and Sustainability Assistant will be responsible for advancing energy management and efficiency, supporting electrification initiatives, assisting in tracking carbon emissions, managing College recycling and other sustainability programs, and supporting compliance with relevant regulations. CCAC is part of DOE's Better Climate Challenge and the Pittsburgh 2030 District.

Requirements:

Education and Experience:

Bachelor's degree in engineering, engineering technology, energy management, sustainability or a closely related field and at least 2 years of relevant work experience (energy management, sustainability programs) or an associate's degree in one of the above disciplines or closely related field and at least 4 years of relevant work experience.

Duties:

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with commercial building systems - HVAC, electrical, and building envelope.
- Proficiency in collecting, interpreting, and analyzing data.
- Some knowledge of the concepts of carbon accounting.
- Understanding of finances related to energy and sustainability - payback period, ROI, LCC, etc.
- Excellent written and verbal communication skills, with the ability to present complex data and ideas clearly to diverse stakeholders.

Familiarity with Microsoft Office Suite.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Utilities

- Collect and analyze energy consumption data from college facilities, using energy management software to track usage patterns, identify trends, and provide actionable insights for energy optimization.
- Review and audit all utility invoices.
  Communicate any utility anomalies to Director of Energy & Sustainability and Director of Facilities.
- Enter utility data into Energy Cap platform.
- Maintain utility contract information.
- Energy and Sustainability Monitoring, Analysis and Record Keeping
- Assist in management of records, contracts, and documentation related to energy efficiency projects and utilities, and maintain organized files for compliance and reporting purposes.
- Monitor and record GHG fugitive emissions from college buildings and activities utilizing College documentation.
  Research and monitor the fuel use of the College's fleet in cooperation with the respective Campus Administrators and evaluate the College's transition of its vehicle fleet to fully electric vehicles (EVs) including assisting with procurement, tracking fleet performance, and managing the installation of EV charging infrastructure.
- Coordinate energy and carbon external auditors with internal resources - staff and documentation - and external resources - such as utilities.
- Contribute to annual reports for the Better Climate Challenge and other reports, providing data and analysis on carbon emissions, energy consumption, efficiency initiatives, and electrification progress.
- Research availability of rebates, energy credits and other financial incentives and collate and provide necessary documentation.

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Project Management

- Track energy and sustainability related project documents for completeness and accuracy; maintain documents electronically.
- Sustainability Auditing and Tracking
- Research and analyze waste disposal contracts.
- Assess campus recycling initiatives and recommend improvements.
- Assess other College-wide operational sustainability initiative options.
- Perform other duties as required or as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available here. here.

To view the full job posting and apply for this position, go to:
https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1784

Contact Information

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

Contact

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