

State of New Mexico- Public School Facilities Authority
Job Description

Employee		Employee ID	
Job Title	Closeout, Commissioning & Energy Manager		
SHARE Title	Maintenance Energy Manager	Position No:	00052974
Reports to	Deputy Director	Position No:	00052624
Job Code	7570	Pay Grade	36
Revision Date	2/2/2018	Revised by	LT, LS, JC

Job Purpose

Under limited supervision, and through collaboration with all agency functions, the Closeout Energy Manager is responsible for planning, executing and finalizing closeout solutions related to construction and system projects. The position performs the technical oversight of closeout, commissioning and energy management processes throughout the planning, design, construction, and maintenance phases of public school facility projects within the State of New Mexico. This position sets milestones for each project, coordinates process driven efforts in order to effectively and efficiently deliver projects according to plan. The manager works with internal and external stakeholders to bring structure while implementing complex, project based processes to bring increased efficiency in the transition from the construction project to district owners. Incumbents must have experience, knowledge and skillsets in all areas of the process from planning and design to construction and closeout phases of assigned projects in addition to many software applications utilized to manage projects.

Duties and Responsibilities:

- Coordinates and attends meetings in support of Regional Facility Managers during closeout phases.
- Monitors and responds to CIMS actions and step processes to ensure closeout continuity.
- Provides guidance and recommendations to improve the closeout processes as needed.
- Monitors and verifies, timely completion and/or development of the Performance Assurance Program (PAC); Substantial completion, Testing, Adjusting, & Balancing services (TAB); Three year HVAC Maintenance service agreement and 11-month walkthrough or warranty periods and other commissioning efforts.
- Monitors opportunities for Improvements and makes recommendations to support the timely completion of identified issues towards resolution (including escalation) in support of the projects closeout processes.
- Verifying these program steps are complete are critical at this stage to ensure a quality transition from construction to district ownership.
- Oversees EPA Energy Star performance verification process.
- Represents the PSCOC/PSFA/Co-Owner at project meetings during all phases of planning, design and construction.
- Interacts with New Mexico school districts ensuring project sustainability.
- Analyzes site-specific data and provides guidance in helping identify suitable systems and methods for environmental conditioning.
- Reviews construction plans at and assists district and design professionals in the initial development of school construction projects.
- Creates a process of closeout such as a checklist to guide the development, create an established process, and ensure all project deliverables and baseline activities over the course of the project are met on a consistent basis.
- Provides objective guidance regarding Life Cycle Cost Assessment (LCCA) and energy analysis done by contractors.
- Provides in-house technical support to the post occupancy evaluation (POE) process and helps to directly apply lessons learned for improved performance.
- Researches and prepares various reports pertaining to operations, equipment, policies, procedures, etc., as appropriate.
- Performs miscellaneous job-related duties as assigned.

Knowledge, Skills, and Abilities Required

- Ability to interpret construction drawings, project manuals and schematics.
- Knowledge of mechanical, electrical and plumbing design and planning principles and procedures.
- Knowledge of building components, life cycle values, and maintenance requirements and technical knowledge of building components and their functions.
- Knowledge of ASHRAE Standards for building commissioning and Testing Adjusting and Balancing (TAB) Standards; Computerized Construction Information Management Systems (CIMS);
- Expert knowledge of Building Automation Systems (BAS).
- Knowledge of Energy Star applications and processes.
- An in-depth understanding of environmental and energy systems.
- Strong electronic and mechanical engineering skills, including both theory and practice for design and implementation.
- Operational experience with institutional maintenance of facilities and environmental processes.
- Ability to instruct multiple professions and trades and provide partnerships and deliver technical support, training, or any assistance necessary for school operations and maintenance.
- Knowledge of contractor compliance issues and procedures, as applicable to a public institution.
- Knowledge of the operating practices of construction, architectural and building firms.
- Ability to provide technical guidance and/or supervision to architects, structural engineers, and independent building contractors.
- Knowledge of federal, state and local building codes, ordinances, and regulations.
- Ability to make complex operating, administrative, and procedural decisions.
- Knowledge of procurement rules and regulations, of contract documents and specifications.
- Ability to negotiate and manage contractual arrangements.
- Skill in organizing resources and establishing priorities.
- Skill in workflow analysis and management.
- Ability to assess contract compliance and product/service quality, perform site inspections and approve installations.
- Ability to develop and deliver presentations.
- Ability to supervise and train employees to include organizing, prioritizing, and scheduling work assignments.
- Ability to work cooperatively and productively with colleagues, contractors, school maintenance personnel, public school administrators, and school district officials.
- Ability to resolve customer complaints and concerns.

Minimum Education and Experience

Bachelor’s Degree in Commissioning, Project Management, Energy Management and/or related field preferred. A minimum of 5 years of experience in facility commissioning and closeout experience (and an additional five years of experience is preferred). Experience or education may be substituted for one another at the discretion of the director.

Licenses/Certifications Required

N/A

Working Conditions

Work is normally performed in a typical interior/office work environment, and in, around and on top of school facilities. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, airborne particles, moving mechanical parts, vibration, and/or loud noises. Some potential exists for exposure to hazards or physical risks which require following basic safety precautions. The employee is occasionally exposed to a variety of conditions at construction job sites.

Physical Effort

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate physical activity is required while performing the duties of this job, the employee is occasionally required to talk and hear, reach with hands and arms; stand; walk; and use hands and fingers to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb), balance, bend, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee may be required to stand and/or walk for more than eight (8) hours per day.

Disclaimer

This job description is intended to describe the general nature and level of work being performed by the employee assigned to this position. The description is not to be construed as a comprehensive list of all activities, responsibilities, duties, and skills required of the employee. The agency director reserves the rights to add, modify, change or rescind the work assignments with or without notice and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. This job description does not change the “at-will” employment relationship as indicated in the Policies for Governor Exempt Employees and the Exempt Position Statement. All personnel may be required to perform duties outside of their normal responsibilities at the discretion of the director.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Supplemental Information

Other Requirements: State travel is required occasionally. Must possess and maintain a valid New Mexico driver's license.

Job Type: Full Time

Base of Operations: Albuquerque, NM

Disclaimer

This job description is intended to describe the general nature and level of work being performed by the employee assigned to this position. The description is not to be construed as an extensive list of all responsibilities, duties, and skills required of the employee. The agency director reserves the rights to add, modify, change or rescind the work assignments and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. This job description does not change the "at-will" employment relationship as indicated in the Policies for Governor Exempt Employees and the Exempt Position Statement. All personnel may be required to perform duties outside of their normal responsibilities, at any time, at the discretion of the director.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____