

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**OFFICE OF CLASSIFIED PERSONNEL SERVICES**

**Classification: Operations Supervisor/Resource Conservation**  
**Employment Category: Management/Supervisory**

**Salary Range: 20**  
**FLSA Designation: Exempt**

**Job Summary:**

Under direction, design, implement, coordinate, and monitor the district resource conservation program; recommend, develop and implement processes for waste disposal reduction, recycling, alternative fuel sources, alternative energy sources, consumption and general resource conservation measures; promote and modify district energy consumption through efficient utilization and awareness of energy resources; ensuring fiscal accountability and cost effectiveness; and compliance with District, State and Federal requirements.

**Essential Job Functions:**

- **Acquires** and monitors federal and state resource conservation grants; maintains related records and data as necessary; provides reports as required.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Supervises** and oversees the district resource conservation program for the purpose of ensuring accountability for energy consumption, solid waste reduction, increased recycling, and water usage throughout the district.
- **Supervises** and oversees the investigation and implementation of alternative energy programs for the purpose of providing efficient and reliable alternative energy systems.
- **Assesses** energy efficiency in design and product usage for capital projects and modernizations for the purpose of ensuring optimal utilization and management of energy resources.
- **Prepares** energy requirement estimates and budget allotments for all district facilities; develops procedures for efficient utilization of energy resources; prepares documentation for the purpose of ensuring efficient operation, provides training and development, performance evaluations and provides input on staffing decisions, problem identification and resolution.
- **Coordinates** usage of facilities consistent with energy conservation; implements weekday, weekend, holiday and summer shutdown list for each site, district-wide; performs regular "walk through" audits of all district facilities to ensure operating efficiency, optimum educational environment and compliance with district energy policy; organize and monitor district wide meter reading program.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

**Essential Job Requirements – Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects, operate standard office equipment including use of computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, performs math calculations; ability to analyze and verify accuracy of utility bills, provide and implement policies and solutions for energy efficiency based on energy usage or architectural design; ability to work independently and make common sense decisions in potentially critical situations. Knowledge of cost analysis and waste material controls.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving, machine rooms, etc.) Mechanical Hazards (Inspecting equipment, machinery, electrical repairs; inspecting construction/facilities). Other Atmospheric Hazards: Fumes (Cleaning solvents, paint, etc.) Dust (Pollen, dirt, open fields, machine rooms, etc.).
- **Education and Training Required:** Bachelors Degree in Public Administration, Business Management or related field and ~~two (2) years~~ <sup>four (4) years</sup> increasingly responsible experience in resource conservation, or related field, which includes two (2) years of ~~supervisory~~ <sup>experience</sup>; OR, Associate of Arts Degree in Public Administration, Business Management or related field and four (4) years increasingly responsible, experience in resource management, or related field, which includes two (2) years of supervisory experience; OR, six (6) years increasingly responsible experience in resource conservation, or related field, which includes two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California driver's license.

Approved 10-25-07