



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: Wednesday, January 15, 2020; 5:00 p.m.**

**Starting Salary: \$3,998 per month, increasing to \$4,999 over 5 year period  
Fully Paid Medical, Dental, and Vision for Employee and Family**

### **ENERGY MANAGEMENT CONTROLS SPECIALIST**

12 months/year; 40 hours/week

**RESPONSIBILITIES:** Under direction of the appropriate supervisor, the Energy Management Controls Specialist operates, monitors, services, tests and/or repairs the College's computer-controlled energy management and security systems including (but not limited to): Heating Ventilation and Air Conditioning (HVAC), photovoltaics, lighting, irrigation, surveillance, and fire alarm systems at all District locations. In coordination with the Director of Facilities, the Energy Management Controls Specialist will establish an annual/seasonal energy budget for each site, track actual utility use (gas, water, electricity) and performs other related duties in monitoring the District's energy use. The Energy Management Controls Specialist works collaboratively with Information Technology (IT) staff and the campus community.

### **REPRESENTATIVE DUTIES:**

Operates, programs, calibrates, and troubleshoots building automation systems, and trains others in the use of controls software.

Utilize computer systems to diagnose and troubleshoot buildings' operational efficiencies.

Schedules, monitors and adjusts set points for classrooms for occupancy comfort, Indoor Air Quality (IAQ) as well as energy efficiency.

Recommends and participates in repairs/upgrades to HVAC equipment & controls.

Prepares for and proposes to the Director of Facilities an annual/seasonal energy budget for all college sites in Excel format

Tracks utility use (gas, water, electricity) for all college systems and sites In Excel format

Evaluates preliminary mechanical design plans and specifications for remodels, upgrades or new construction and provides control Sequence of Operation for HVAC equipment to be incorporated into design plans and specs.

Maintains an operational knowledge of Delta (or the designated operating system of the College) programming language.

Annually tests and routinely inspects the fire alarm systems (including enunciators, communication lines and panels).



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Responds to equipment trouble calls.

Periodically works with outside contractors to ensure proper functionality of sprinkler systems related to the fire alarm system.

Maintains and repairs campus surveillance cameras; makes recommendations for upgrades.

Schedules, monitors and adjusts lighting controls through Watt Stopper and related programs; upgrades system as necessary.

Provide programming and troubleshooting support for the irrigation control systems, currently Weathermatic Irrigation Control System.

Update and maintain the department's web-based interfaces (solar, homepage, etc.)

Assists and serves as a back up to other Facilities employees.

May respond to emergency maintenance, facility, and grounds calls as contacted during non-work hours.

Performs related duties as assigned.

### **QUALIFICATIONS**

**Knowledge of:** Computer-controlled energy management and security systems including (but not limited to): Heating Ventilation and Air Conditioning (HVAC), photovoltaics, lighting, irrigation, surveillance, and fire alarm systems; use and maintenance of trade specific materials, tools, instrumentation and equipment; applicable building and safety code requirements.

**Ability to:** Perform the essential functions of the position. Establish and maintain cooperative and effective working relationships with others. Understand and follow verbal and written directions. Drive college vehicles; observe legal and defensive driving practices. Work flexible hours, including periodic evenings and weekends.

### **EDUCATION:**

Preferred Associates Degree and energy audit experience.

**LICENSES AND OTHER REQUIREMENTS:** Must possess a valid California driver's license. Within six months of hire, must complete NFPA Certified Fire Alarm ITM Specialist training and certification as well as Section 608 EPA Technician Certification.

**WORKING CONDITIONS:** Indoor and outdoor environment; subject to adverse weather conditions; may periodically work evenings and weekends; drives college vehicles; exposure to dust and cleaning



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chemicals and solutions. Physical demands include reaching, bending, walking, standing for long periods, pushing, digging and light to moderate lifting up to 50 pounds unassisted or more with assistance. May operate heavy equipment.

**ASSIGNMENT/SALARY/BENEFITS:** The monthly salary range is \$3,998-\$4,999 over five years. The work schedule is typically Monday-Friday, 7:00-3:30 p.m. There are twelve days of vacation leave annually which increase with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays per year. Position is CalPERS eligible for retirement benefits.

**APPLICATION PROCEDURE:** Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at [HRrecruiting@mendocino.edu](mailto:HRrecruiting@mendocino.edu) or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: [https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf)
- Cover letter
- Resume
- Contact Information for 3 professional references (no letters please)

***Incomplete application packets will not be forwarded to the selection committee.***

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.



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With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*