

City of Rapid City

Job Description

Job Title	Energy Plant Manager		
Job Code:	EPMG	Job Family:	
Pay Grade:	NU23	Date Revised:	4/14/2021
FLSA Status:	Exempt		

General Summary: This position is responsible for directing the operation of the City of Rapid City's and Rapid City Area Schools' facility management systems (FMS), the City/School Common Energy Plant, and the associated HVAC and building systems and equipment. The Energy Plant is a 24/7 operation and this position is available for call-out on a 24 hours basis.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Directs, monitors, supervises and coordinates City/School personnel, contractors, and engineers to operate, maintain, trouble shoot, repair and install FMS, associated HVAC and other systems monitored and controlled by the Energy Plant.
- Reviews FMS design and specifications for HVAC and building system projects.
- Consults on design, installation and optimization of FMS control programs and administers FMS maintenance contracts.
- Compiles data and prepares reports and programs for the Energy Plant and FMS.
- Provides fiscal management and control, to include planning and budgeting of construction, repair and operation projects, and monitoring of inventory control and purchasing.
- Compiles monthly billing data for Energy Plan and FMS services to other departments.
- Evaluates energy use and cost by City and School facilities.
- Consults with other departments to assist in installing and troubleshoot of FMS, HVAC and building FMS systems.
- Manage staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Education and/or Experience:

Bachelor's degree from four-year college or university in mechanical engineering, and five years experience in the operation of a central FMS system and heating/cooling plant.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Professional Engineering (PE) License in Mechanical Engineering is preferred.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duty of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.