

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED APRIL 2017**  
**SALARY SCHEDULE: #85**  
**RANGE: 20.00**  
**CLASSIFIED MIDDLE MANAGEMENT**  
**CODE: 2,3,6,8**

**MANAGER, EMERGENCY PREPAREDNESS AND UTILITY CONSERVATION**

**DEFINITION**

Under supervision of the Director of Maintenance and Operations. Oversee the day to day preparation and operation of the KCSOS strategic emergency preparedness plan and utility conservation program;

work with KCSOS staff, technical experts, and processes to institute an effective sustainable emergency preparedness plan;

work with all strategic partners and attend state and county emergency preparedness meetings, drills, training as directed;

provides program updates and milestones to Director as requested;

work with the Director of Maintenance and Operations or designee to perform necessary daily work on the utilities Conservation Program;

work with all building supervisors/staff on Energy Conservation techniques and savings goals;

work on energy conservation projects with utility providers and outside contractors.

**EXAMPLES OF DUTIES**

Distribute and provide training on campus incident command and develop crisis command kit training;

provide support to continue Ready Kern Reverse 911 emergency calling;

promote the Kern Medical Reserve Corps, a volunteer program and collaborative partnership with the Kern County Department of Public Health;

develop and maintain video, live presentations and webinar trainings for school administrators and other staff to increase emergency preparedness at the school site;

perform safety audits for a variety of different settings at all KCSOS facilities and programs;

develop and maintain current MOUs with public agencies;

access all current KCSOS emergency procedures and work toward the implementation of those plans, people and supplies into the new plan;

evaluate individual KCSOS sites for energy efficiency and complete evaluation report;

review and complete reports of individual site energy conservation efforts on an on-going basis;

work with all stakeholders on a plan of action to address deficiencies in the energy conservation audit;

analyze and assist with all appropriate building shut down for off hours, weekends and holidays;

make recommendations to immediate supervisor regarding quick pay-back energy projects;

perform occasional building reviews during off hours and holidays to verify effective shutdown activities have taken place;

knowledge of general maintenance and operations of compressed natural gas fueling station;

work with the maintenance supervisors to provide training to staff regarding proper daily energy conservation methods they must employ;

maintain and improve the current KCSOS Emergency Operations Center and all components directly and indirectly tied to the EOC at the School Services Center;

maintain the current relationship with the Kern County Emergency Operations Center and recognize KCSOS has an obligation to maintain a designated KCSOS employee at the County EOC when requested during an EOC activation.

## **QUALIFICATIONS**

### Knowledge of:

General knowledge of NEMS/SEMS/ICS;

general understanding of emergency preparedness and understanding of emergency threats for Kern County;

district policies, procedures and directives;

safe working methods and procedures;

methods, techniques, materials, tools and equipment used in maintenance, repair and construction work;

demonstrated proficiency in the use of computers and software programs used to analyze data;

principles, methods, and procedures of organization, supervision, evaluation procedures and employee motivation.

### Ability to:

Plan, organize, evaluate and communicate effectively with a diverse audience and stakeholders;

work with current technology and utilization of software, audio-visual equipment as well as embrace new unfamiliar technologies;

utilize specified instrumentation for measuring energy units;

work with outside experts and manage costs and time-tables for successful projects;

proven track record of work initiative and the ability to work with limited supervision;

plan, organize, coordinate and supervise a comprehensive utility conservation program;

maintain a variety of files and records;

prepare and present clear and precise reports.

### Experience:

Three (3) years of supervisory experience with a school district, County Office of Education or other educational related agency;

three (3) years of experience working successfully in collaboration with other agencies and departments regarding energy conservation and/or emergency preparedness.

Education:

Completion of the twelfth grade;

bachelor's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: gs

6/2/17

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