

Department: Community Development

Classification: Competitive

Grade: 13

SPEC DISK BC

DOCUMENT 24

ENERGY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, regulating and monitoring the energy use of County Departments. Employees in this class strive to improve energy efficiency by analyzing current energy usage and developing an energy management plan in order to provide proper environmental conditions with cost effective energy utilization. The work is performed under the supervision of the Director of Community Resources with leeway allowed for independent judgement. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as district representative at meetings, seminars and conferences relating to energy use and conservation;

Advises, assists and makes recommendations on alternate energy sources, consumption and general energy conservation measures;

Assists in evaluating HVAC and energy equipment;

Provides input on contractual support activities (capital projects) related to energy management and the purchase of any products that affect energy consumption;

Prepares energy requirement estimates and budget allotments for all county facilities and develops procedures for efficient utilization of energy sources;

Conducts regular "walk-through" audits of all the County's facilities to insure operating efficiency;

Prepares, compiles and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles and practices of coordinating and administering a program of energy conservation; ability to analyze current energy usage and make recommendations for implementing more cost effective measures; good knowledge of HVAC and lighting systems; strong organizational, communication and interpersonal skills; ability to establish and maintain a record keeping system; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Science, Construction Management, Electrical, HVAC or related field and one year of experience in construction and energy management; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five years of experience in construction and energy management; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).