

Energy Manager



General Summary of Classification:

Leads County-wide energy strategies and sustainable operational practices; makes sound policy recommendations; develops and manages programs applying the principles of Leadership in Energy and Environment Design (LEED) to optimize cost effective energy performance and promote sustainable energy use, resource conservation and lower energy costs in new and existing County-owned buildings; reviews design plans and modifications for sustainable design, construction and operation standards; supervises assigned staff; serves on, coordinates and leads energy management teams and committees; performs related work as required.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Advises architects, engineers, contractors and inspectors regarding plan designs and revisions in plans, alterations or repairs essential to meet energy management regulations and ensure sustainable design, construction and operation standards;
- Coordinates private sector energy personnel, contractors and energy equipment vendors to facilitate completion of approved energy management activities and projects;
- Conducts audits of electrical, mechanical, process, and building infrastructure, identifies optimum cost-effective solutions to reduce energy consumption, prepares related reports to County administration and for LEED certification;
- Identifies, secures and administers non-County funding sources for County energy management programs and practices;
- Prepares technical analysis of rates and practices in all sectors, provides the data and guidance to County administration for planning, decision-making and budgetary purposes.
- Builds and maintains strong working relationships with the County officials and staff, County stakeholders, assigned staff, and with local and regional stakeholders and partners for effective energy management and sustainability programs;
- Coordinates the promotion of energy management and sustainability through various sponsored and community events;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** In-depth up-to-date knowledge of LEED practices, ratings, site assessment and design, integration practices, certifications, credit and impact categories; sound understanding of the most current green building principles and practices for both new construction and existing buildings; sound in-depth knowledge of energy management including energy generation, transportation, usage, audits, conservation and sustainability practices; sound working knowledge of building codes and green building concepts including transportation, energy, water and air quality; sound working knowledge of energy performance management (e.g., energy use measurement and monitoring; building automation controls; advanced energy metering; operations; benchmarking; etc.); sound working knowledge of electricity and gas including how they are generated, transported and used by consumers; pricing and rate structures, futures and regulation; sound working knowledge of County procurement practices; sound math and financial skills.
- **Technical:** Sound computer skills to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks; sound working knowledge of equipment used to conduct energy audits.
- **Interpersonal, Communication and Customer Service:** Experience developing and maintaining sound working relationships with an array of internal and external stakeholders; ability to communicate and interact professionally with diverse target audiences of relevant stakeholders; excellent collaborative skills; works well independently and as part of a team.
- **Decision-making and Authority:** Collaborates effectively with a diverse array of internal and external stakeholders; provides support and guidance to other professionals working on LEED projects; assists with negotiating utilities contracts.
- **Leadership:** Supervisory. Serves as primary liaison and subject matter expert for internal and external staff and stakeholders.
- **Environment:** Works a flexible schedule in office settings and various indoor and outdoor construction and renovation sites.
- **Physical:** Visual and hearing acuity sufficient to recognize engage in effective collaborations. Physical ability sufficient to perform assigned duties in a wide array of duty-related locations, including construction sites, and travel as needed.

Minimum Education and Experience:

Education: Four (4) year degree in a relevant field preferred;

Experience: Four (4) years of relevant professional experience;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Maintains CEM (Certified Energy Manager) certification, other current LEED certifications may be required.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.