

Division Director of Environmental Programs



General Summary of Classification:

Leads county-wide environmental and energy conservation programs, with a focus on improving the county's environment, reducing energy consumption, and building partnerships to improve environmental sustainability across all areas of the county's influence. Provides strategic direction and project management. Oversees grant administration from application through closeout. Makes sound policy recommendations. Advances Leadership in Energy and Environment Design (LEED) efforts and conservation within county-owned buildings. Reviews building design plans for energy efficiency. Supervises division staff. Serves on and coordinates conservation and energy management teams and committees.

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.

- Supervises staff and provides leadership for projects, teams, and committees.
- Responsible for developing and achieving the County's Conservation Goals, its Energy Management Plan and related projects and initiatives.
- Participates in county and regional sustainability and energy management efforts.
- Leads county environmental teams such as Henrico's Environmental Action Resource Team (HEART) and collaborates with regional efforts.
- Works on reforestation, greenspace, water conservation, resource conservation and active transportation initiatives.
- Reviews plans for designs, alterations, and repairs to facilities to ensure adherence with sustainability goals, construction standards, operation standards, and regulatory standards. Advises architects, engineers, contractors, and inspectors.
- Develops internal and external partnerships to expand the county's holistic sustainability goals.
- Work with county departments and external stakeholders to develop and execute projects spanning across all technical and programmatic areas, such as multimodal transportation facilities, water conservation, energy conservation and land conservation practices.
- Coordinates energy personnel, contractors, and equipment vendors; ensures outsourced work is timely and satisfactory.
- Conducts audits of electrical, mechanical, and building infrastructure, identifies 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 such as grants for county energy management programs and environmental program areas.
- Prepares technical analysis of electrical rates and practices in all sectors, provides the data and guidance to county administration for planning, decision-making and budgeting.
- Fosters productive and positive relationships with county officials, staff, regional partners and other stakeholders.
- Provides outreach to the community on environmental matters through meetings, web-site information, and publications; Educates our citizens on the efforts they can undertake to further environmental stewardship.
- Participates in community events held to support our programs including those conducted on weekends such as Juneteenth and Glen Allen Day.
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** In-depth, current knowledge of LEED practices, ratings, site assessment, design, integration, certifications, credits, and impact area. Understanding current green building principles and practices for new construction and retrofits of existing buildings. In-depth knowledge of energy management including energy generation, transportation, usage, audits, solar resources, energy conservation, and sustainability practices; working knowledge of building codes. Knowledge of water quality and air quality principles and practices. Knowledgeable of reforestation and native species initiatives. Knowledgeable about active transportation programs. Energy performance management skills (e.g., energy usage and monitoring; building automation controls; advanced energy metering; and benchmarking). Knowledge of electricity and natural gas markets including how they are produced and used by consumers; familiarity with pricing and rate structures.
- **Technical:** Computer skills, the ability to use typical business software, proprietary software and applications, and wireless technologies and peripherals for communications; working knowledge of equipment used to conduct energy audits.
- **Leadership:** Supervisory - serves as primary liaison and subject matter expert with demonstrated experience managing projects, personnel, and leading collaborative groups.
- **Environment:** Works a flexible schedule in office settings and various indoor and outdoor construction and renovation sites.

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- **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 Environmental Studies, Engineering, Architecture, Building Systems, Automation, Construction Management, or another technologically relevant field is 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.
- Certified Energy Manager certification, LEED certification, licensed professional engineer, licensed architect or another technically relevant license is preferred.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.