

Energy Analyst



General Summary of Classification:

Assists with the implementation, monitoring and management of County-wide energy programs and sustainable operational practices; monitors and analyzes energy utilization and costs; reports findings, recommends and implements modifications to optimize energy performance, conserve resources and lower energy costs in new and existing County-owned buildings; 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.

- Enters, tracks and analyzes utility costs for accuracy, identifies billing errors and collaborates with utility contacts to resolve errors, analyzes and trends energy consumption and costs data, identifies high usage and costs, researches and identifies root causes, identifies viable solutions to conserve energy and reduce costs, prepares related reports and recommendations, implements or assists with implementing approved operational changes and modifications;
- Performs site visits, assists with or conducts energy audits of electrical, mechanical, process, and building infrastructure, identifies root cause of high energy costs, investigates and proposes viable options to reduce energy consumption and costs, prepares related reports and recommendations, implements or assists with implementing approved corrective actions;
- Manages the county's participation in demand response utility energy curtailment programs;
- Compiles, updates, maintains, analyzes and reports energy consumption and savings data;
- Manages projects to lower energy costs as assigned;
- Assists with implementing new programs and efforts to manage and lower costs and sustain energy conservation;
- Compiles utility account records and rate schedule, evaluates and reports data for use in negotiating rate schedules;
- Coordinates the promotion of energy management and sustainability through various sponsored and community events;
- Researches and pursues non-County funding (e.g. grants, rebates, special programs, etc.) for energy programs and projects;
- Builds and maintains strong working relationships with County staff and other internal stakeholders, and with various external stakeholders and partners to ensure effective sustainable energy management;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of: LEED practices, ratings, site assessment and design, integration practices, certifications, credit and impact categories; current green building principles and practices for both new construction and existing buildings; energy management including energy generation, transportation, usage, audits, conservation and sustainability practices; energy performance management (e.g., energy use measurement and monitoring; building automation controls; building codes and green building concepts including transportation, energy, water and air quality; energy metering; operations; benchmarking; electricity and gas including how they are generated, transported and used by consumers and related pricing and rate structures, futures and regulation; sound working knowledge of County procurement practices; sound math, critical thinking and analytical 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 and of building systems.
- **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:** Makes sound recommendations; collaborates effectively with a diverse array of internal and external stakeholders; serves on various energy management teams and committees as assigned.
- **Leadership:** Non-supervisory. Serves as a liaison 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, as assigned.

Minimum Education and Experience:

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

Experience: Two (2) 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.
- Relevant current LEED certifications preferred.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.