

Senior Energy Management Coordinator Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: BOCES 04/10/2015

By: DB, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience performing energy audits, coordinating facilities energy programs or identifying and/or implementing energy reduction measures; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** seven years of full-time paid (or the equivalent part-time and/or volunteer) experience performing energy audits, coordinating facilities energy programs or identifying and/or implementing energy reduction measures; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** nine years of full-time paid (or the equivalent part-time and/or volunteer) experience performing energy audits, coordinating facilities energy programs or identifying and/or implementing energy reduction measure; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

Must possess a valid NYS Driver's License with a good driving record at the time of appointment and maintain such license for the duration of employment.

NOTES:

1. An individual who holds additional relevant certifications from the Association of Energy Engineers (AEE) or another professional organization may receive preference in appointment; however, the civil service rule of three must still apply when making a permanent appointment from a civil service eligible list.
2. Additional education beyond a Bachelors Degree from a New York State or regionally accredited college or university will be substituted for experience on a year-for-year basis.
3. Applicant must obtain Certified Energy Manager (CEM) certification from AEE within one year of permanent appointment.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class supervises the activities of Energy Management Coordinators and Specialists who oversee the evaluation of energy consumption in the schools and recommend policies and plans for efficient energy use in all school facilities. In addition to supervision of the Energy Management team and active participation in supporting individual schools districts, the incumbent will also be responsible for developing the departmental budget, negotiating energy procurement contracts and reviewing service agreements on behalf of school districts. The employee works under the general direction of the Director of Facilities and is evaluated through conferences, review of reports and discussions with participating school district representatives. The employee will have direct supervision over a small number of staff. The incumbent will perform all related work duties as required.

TYPICAL WORK ACTIVITIES:

- Gathers and analyzes data in order to determine under-performing facilities;

- Provides recommendations for procedural and technical operational changes and recommendations to upgrade/retrofit, or replace inefficient equipment and/or systems;
- Supervises and provides guidance to Energy Management Coordinators and Specialists;
- Develops the departmental budget;
- Negotiates energy purchasing agreements;
- Negotiates HVAC service agreements;
- Identifies and facilitates grant applications to provide funding for district projects
- Directs retro-commissioning of building systems
- Directs school district efforts to utilize energy more efficiently and economically;
- Monitors all aspects of energy management programs;
- Coordinates efforts with school district staff to effect energy savings measures;
- Performs staff development/training activities to teach energy conservation methods to faculty and staff;
- Coordinates public information program on school district energy conservation programs;
- Works with school district staff to maintain database with utility billing information and savings calculation capability;
- Assists school district in evaluation of utility bills for energy savings opportunities and for billing errors.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of traditional and alternative sources of energy and current energy conservation methods;
- Thorough knowledge and understanding of building systems and equipment operations including energy management systems;
- Thorough knowledge of energy codes, regulations and standards;
- Thorough knowledge of statistical analysis;
- Good knowledge of construction principles and practices;
- Good knowledge of the principles and practices of budgeting;
- Good knowledge of the principles and practices of supervision;
- Good communication and public speaking skills with the ability to express oneself clearly and concisely both orally and in writing;
- Ability to read and interpret plans, diagrams, schematics;
- Ability to work with and gain the cooperation of school personnel;
- Ability to prepare clear, accurate and comprehensive reports;
- Ability to develop and manage a budget;
- Ability to analyze data.
- The employee's physical condition shall be commensurate with the demands of the position.

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