

COUNTY OF SOLANO

ENERGY PROGRAM COORDINATOR

Est. 1/07

DEFINITION

Plans, administers and coordinates the operations and activities of the County's Cogeneration plant and County facilities relative to energy utilization with the purpose of ensuring efficient operation of equipment and systems.

DISTINGUISHING CHARACTERISTICS

This class is responsible for planning and coordinating programs related to the County's energy utilization. The incumbent is responsible for administering and overseeing the County's Cogeneration Plant and work of consultants and contractors for energy related projects. The employee in this classification provides supervision to a small number of staff; however, supervisory responsibilities are ancillary to the main intent and focus of the position. This class is distinguished from the Facilities Operations Manager by the latter's responsibility for the overall operation of the County facilities including Grounds, Custodial, Utilities, Projects and Services and Building/HVAC Maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Facilities Operations Manager.

Exercises supervision over technical staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Plans, administers and coordinates the operations and activities of the County's Cogeneration plant and County facilities relative to energy utilization with the purpose of ensuring efficient operation of equipment and systems.

Evaluates County energy consumption practices using computers to track and control energy consumption; gathers, analyzes, and interprets data related to energy use and prepares reports on findings; identifies high volume energy users and assists them in establishing energy audit programs internally and monitors and evaluates the results; works with County departments and managers to evaluate energy usage practices.

Identifies, develops, implements and promotes energy saving projects; prepares cost/benefit analyses on energy related issues to assist with preparation of budgets for utilities and energy retrofits.

Reviews and evaluates new construction and remodel projects relating to energy use and recommends changes as needed; provides contract supervision and inspection services; verifies and approves changes in utility billing and other related services.

Administers professional Engineering and Architectural consultant agreements for the development of plans and technical specifications for energy related improvements; manages service agreements for major maintenance of equipment; makes recommendations regarding contracts with third party purveyors of natural gas, electricity, water, sewer and garbage collection.

Organizes and coordinates site specific methods to promote wise energy use; prioritizes projects and oversees through completion; provides recommendations to implement conservation measures; initiates input from gas and electric providers regarding the availability of financial incentives related to implementing various energy conservation measures.

Monitors the County's Energy costs and analyzes rate schedules for all County Buildings.

Develops and conducts in-service training for managers, staff and the general public regarding energy consumption and conservation; develops and disseminates conservation and services information for distribution to the public; sets up displays, workshops, and classes; attends public meetings and makes presentations on energy conservation subjects; develops and implements public information programs concerning energy conservation, including press releases, newsletters, flyers, and other forms of information; attends energy conservation conferences and workshops; represents the County regarding energy conservation issues before other agencies, energy suppliers, local businesses and public groups; attends meetings outside of daily work hours as needed.

Assists in employee selection; evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; develops, supports and recognizes the achievements of staff; implements discipline procedures.

Prepares grant and rebate applications; prepares written notices, correspondence, resolutions, and technical reports; maintains records; conducts special studies; performs local and statewide searches to obtain material on energy conservation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods and techniques of energy consumption measurement and conservation; electric load trending and forecasting.

Maintenance and repair techniques for electrical and facilities operating systems; tools, parts and materials used in preventive maintenance and repair or replacement of mechanical and electrical operating systems; building codes and shop safety practices.

Energy conservation and demand-site management, including the use of common utility benefit/cost ration tests.

Electric generation technologies and terminology.

Electric rates and bill calculations, including energy, demand and power factor..

Elements of electric generation and lighting, weatherization, waste heat recovery and indoor climate control.

General building construction and components.

Laws and regulatory codes applicable to energy use and energy efficiency, including the State Energy Efficiency Standards for Residential and Nonresidential Buildings (Title 24) and State Appliance Efficiency Standards (Title 20).

Principles and practices of public administration and management, including budgeting, supervision, training, purchasing, project coordination, organization and personnel administration; Analytical and statistical methods.

Computer programs used in energy forecasting and monitoring.

Effective public relations and communication techniques.

Skill to:

Utilize basic office equipment; drive a motor vehicle

Ability to:

Plan, organize and direct work of the Facilities Operations Division; understand, interpret and explain regulations and policies governing building and plant maintenance and operations; develop, identify and analyze problems and implement operational changes.

Effectively gather and analyze energy and conservation-related data; perform complex statistical calculations utilizing computers and other office automation equipment.

Organize and write technical reports, resolutions, publications, brochures, correspondence and other documents.

Speak persuasively to various audiences; give effective presentations to individuals and groups; gain public support and cooperation of public officials, community groups and agencies relative to energy consumption concerns; prepare and edit effective copy for public information.

Read, understand, interpret and apply energy-related laws, rules and regulations.

Develop, review and manage contracts and grants.

Communicate effectively, clearly, and concisely, both orally and in writing.

Establish and maintain effective working relationships with coworkers, staff, community groups, business owners, other agencies and the general public; maintain professionalism in all aspect of work.

Supervise subordinate staff.

EDUCATION AND/OR EXPERIENCE

Experience:

Three years of progressively responsible experience working in energy conservation, utilities management and/or maintaining and repairing large multi facility complexes.

Education:

Graduation from an accredited college or university with major course work in business or public administration, mechanical engineering, electrical engineering or a closely related field. Additional qualifying work experience may be substituted for the degree on a year for year basis to a maximum of four years.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Incumbents must be able to perform basically sedentary work by may be required to perform manual labor associated with building construction and maintenance tasks which may include lifting objects weighing up to 50 pounds. Working with a full range of body movements involving reaching, bending, grasping, climbing and working around equipment under high pressure and extreme temperature ranges.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Incumbents may work outdoors in all types of weather conditions and may also be required to work in or around hazardous and adverse conditions.



Donald W. Turko
Director of Human Resources

Established Date: January 2007

BOS Date: February 13, 2007

CSC Date: January 10, 2007

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