



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE PUBLIC WORKS ENERGY EFFICIENCY SPECIALIST	39	B	6.769

The State Public Works Energy Efficiency Specialist plans, organizes and implements the Department of Administration, Buildings and Grounds (B&G), Energy Efficiency Program.

Conduct facility site visits; perform technical energy studies and audits of facilities to identify energy savings opportunities; analyze the infrastructure of B&G facilities to include electrical, mechanical, HVAC/R, control, water, wastewater, solid waste, irrigation and lighting systems; recommend improvement measures to equipment and components to minimize energy costs. Conduct energy audits of all B&G buildings and provide technical assistance; outline energy saving goals; apply analytical and evaluation methods to conduct energy studies; provide equipment and operational recommendations; forecast future energy costs and prepare reports on energy consumption and utility charges; establish energy optimization protocols and programs; and operate a utility management software system.

Evaluate historic and present energy consumption data; apply forecasting and analytical techniques to calculate and project future energy costs; establish utility usage benchmarks for each B&G facility; outline benchmarks, energy savings targets and objectives; monitor energy usage against targets and objectives; identify and implement corrective measures for non-compliant facilities. Monitor facility automation systems to ensure all system set points to achieve optimum energy savings; perform energy modeling, measurement, verification, commissioning, or retro-commissioning; oversee design or construction aspects related to energy such as energy engineering, energy management, and sustainable design.

Develop and compile energy reports on all utility costs and consumption; prepare periodic energy management performance updates for management. Advise personnel on proper operation of energy control systems, energy conservation methods/procedures, and recommend field improvement measures. Establish and promote energy awareness and conservation programs; develop energy conservation educational materials; conduct training and education of B&G staff on maintenance of all mechanical and electrical equipment. Research, develop, and prepare grant applications to secure federal/private funding for State and/or State-sponsored programs including writing/amending program descriptions and compiling required financial and statistical data.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Incumbents who do not currently possess certification as a Certified Energy Auditor, must obtain certification with 12 months of appointment. Certification must be maintained as a condition of employment. Those incumbents currently possessing certification as a Certified Energy Manager will not have to obtain certification as a Certified Energy Auditor.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: Certification by the Association of Energy Engineers as a Certified Energy Auditor; **OR** Certification by the Association of Energy Engineers as a Certified Energy Manager; **OR** Bachelor's degree from an accredited college or university in engineering or architecture and three years of experience in energy auditing, energy management, or facility management; **OR** licensure as a Professional Engineer or Registered Architect and three years of experience as described above; **OR** a Bachelor's degree from an accredited college or university in engineering or closely related engineering field, and four years of experience as described above; **OR** Associate's degree from an accredited college or university in engineering or closely related engineering field, and five years of experience as described above; **OR** ten years of experience as described above. (See Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: engineering principles and practices; practical application of engineering science and technology; principles and practices associated with energy conservation; materials and methods involved in the construction of buildings; HVAC/R designs and troubleshooting for central plants, package units, roof top units, and other mechanical and thermal systems; engineering principles and practices associated with the construction, maintenance and repair of buildings; computer software programs necessary to complete job assignments; mechanical plant maintenance, HVAC/R energy management systems, Leadership in Energy and Environmental Design (LEED) energy design and engineering principles; HVAC/R technologies to include alternate fuels, alternate power generation, and alternate heat generation methods. **General knowledge of:** energy life-cycle cost and life-cycle of equipment and materials; federal, State and local energy mandates; international building, mechanical and energy codes. **Ability to:** make logical engineering judgments and decisions; read and understand engineering information from plans, drawings, specifications, manuals, correspondence, reports, graphs and memos; analyze HVAC/R needs of numerous facilities and develop cost-effective recommendations regarding system enhancements for energy conservation; research new technologies, products, and industry trends; conduct and analyze energy audits; communicate ideas and findings; develop and evaluate options and implement solutions; serve as a technical resource on operating efficiency, energy consumption, energy conservation savings and energy strategies; review and analyze written and computerized data to solve problems related to equipment efficiency and energy consumption; communicate orally using appropriate vocabulary and grammar to obtain and provide information and explain policies and procedures; write reports and other technical documents; understand and perform statistical computations; operate personal computers and associated engineering software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: creating and writing requests for proposal (RFP's) for a variety of energy related projects; project management methods and techniques; preparation and research of grant proposals to government agencies, foundations and private funding institutions; public and private funding sources; State purchasing requirements and regulations; applicable sections of State Rules for Personnel Administration. **Ability to:** seek out and write RFP's for grants; plan, design, administer and evaluate energy-related programs and projects; establish and maintain positive working relationships with agency management and staff; perform effectively with frequent interruptions and/or distractions; set priorities which accurately reflect the relative importance of the job responsibilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.769

ESTABLISHED: 7/7/15UC