

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Architect's Office

POSITION CONTROL NUMBER
11310.0

CLASS TITLE
Energy Specialist

CLASS NUMBER
66361

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Energy Specialist – Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
11300.0 Architect Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Provides technical assistance to various state agencies, architectural & engineering consultants & utility companies regarding energy specialty areas (e.g., development & implementation of energy efficiency & associated cost management programs, architectural/engineering energy analysis of state buildings, building heating & cooling, electric power generation & cogeneration, & waste heat recovery); utilizes knowledge of energy efficient technology in structural, mechanical, electrical, lighting & other systems to reduce energy usage & associated costs on assigned projects; assists in developing energy conservation plans, programs & standards (e.g., prepares & approves energy-related construction drawings & specifications; presents energy efficient concepts, activities, programs, technology & applications to general staff & management at numerous state & local agencies; advises Architect Administrator, State Architect, & other state agency representatives on various energy-related policy decisions; makes recommendations on action by state government; advises Architect Administrator on policies & plans on energy conservation standards; updates Energy Coordinator on energy projects.	Knowledge of (1) energy usage; (2) energy conservation; (3) gas deregulation; (4) electric deregulation; (5) utility tariffs; (6) electrical, mechanical, &/or chemical engineering; (7) physics & chemistry; (8) Energy Star Program*; (9) recycling; (10) agency Office of Energy rules & regulations*; (11) federal laws governing deregulation; (12) generally accepted procurement procedures. Skill in (13) operation of a personal computer & associated hardware/software (e.g., Excel, Word, Power Point) Ability to (14) maintain accurate records; (15) comprehend & record figures accurately; (16) use proper research methods in gathering data; (17) cooperate with co-workers on group projects; (18) carry out detailed written or oral instructions; (19) prepare complex reports & position papers; (20) handle sensitive inquiries from agencies & general public; (21) calculate fractions, decimals & percentages; (22) deal with problems involving several variables; (23) understand & relay latest trends concerning energy market.
10	Serves as Project manager for assigned projects including projects that have retained Associates: reviews contract documents prepared by Associates for Energy Services projects & other projects submitted pursuant to Ohio Revised Code 123.011; evaluates qualifications of potential Associates & assists Architect Administrator in selection of Associates; evaluates Associate's design & construction documents for conformance to Ohio Building Code relative to acceptable performance for Energy Service projects.	Knowledge of 1, 6, 10*, 11. Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23. *developed after employment

Apd 12-12-03 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman

12-04-03

POSITION DESCRIPTION

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Pursues business opportunities with new agency contacts & explores new energy efficiency activities with existing & new agency contacts. Conducts training seminars on energy efficiency & state procedures on energy services. Plans & coordinates energy activities for state agencies with Architect Administrator & State Architect.	Knowledge of 1, 2, 3, 4, 8*, 10*, 11, (24) public relations Skill in 13 Ability to 18, 19, 20, 21, 22, 23
10	Evaluates feasibility of & projected return-on-investment for Energy Services projects: provides recommendations for specific project funds to be released for Capital Projects; evaluates performance contract proposals, including proposed cost savings, with Owner & recommends selection of Design-Build team.	Knowledge of 1, 2, 5, 10*, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23.
5	Performs annual audit of actual savings for each active performance contract & recommends changes that may be needed to ensure compliance of contract. Reviews, analyzes & conducts research on energy concepts regarding new technologies, codes, & specifications relating to energy conservation & legislation. Participates in development of new program grants.	Knowledge of 1, 2, 5, 10*, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23.

*developed after employment

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Energy Specialist

CLASS NUMBER
60361

Apr 12-12-03 CB

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DATE

Richard M. Hickman 12-04-03