



# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105685

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Architect's Office

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005540

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Energy Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20075697 Project Manager 2

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 13  
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NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00a.m. TO: 5:00p.m. (Report-in location subject to change.)

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Serves as project manager for assigned projects including projects that have retained an architect/engineer (AE); reviews contract documents prepared by AE for Energy Services projects & other projects submitted pursuant to Ohio Revised Code 123.11; evaluates qualifications of professional services & assists Service Managers in selection of professional service firms; evaluates AE's design & construction documents for conformance to Ohio Building Code relative to acceptable performance for Energy Services projects.	Knowledge of 1, 6, 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 related to energy conservation & legislation; participates in development of new program grants; other duties as assigned.	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.

JOB CODE TITLE  
Energy Specialist

JOB CODE  
66361

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/c*

5/13/10

*Apk 5.14.10 per*