

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105685
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 2005556	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree									
	USUAL WORKING TITLE OF POSITION Energy Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075697 Project Manager 2									
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 13  Page 1 of 2								
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m.    TO: 5:00p.m. (Report-in location subject to change.)											
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>												
JOB CODE TITLE Energy Specialist	JOB CODE 66361	<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>                     Provides technical assistance to various state agencies, architectural &amp; engineering consultants &amp; utility companies regarding energy specialty areas: develops &amp; implements energy efficiency &amp; associated cost management programs (e.g., architectural/engineering energy analysis of state buildings, building heating &amp; cooling, electrical power generation &amp; co-generation, waste heat recovery); utilizes knowledge of energy efficient technology in mechanical, electrical, lighting &amp; other systems to reduce energy usage &amp; associated costs on assigned projects; assists in developing energy conservation plans, programs &amp; standards (e.g., prepares &amp; approves energy-related construction drawings &amp; specifications); presents energy concepts, activities, programs, technology &amp; applications to general staff &amp; management at numerous state &amp; local agencies; advises Energy Service Manager &amp; other state agency representatives on various energy-related decisions; makes recommendations on action by state government; advises SAO on policies &amp; plans related to energy conservation standards; evaluates feasibility of &amp; projected return-on-investments 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 &amp; recommends selection of design-build team; updates Energy Coordinator on energy projects.                 </td> <td>                     Knowledge of (1) energy usage; (2) energy conservation; (3) gas deregulation; (4) electric deregulation; (5) utility tariffs; (6) electrical &amp; mechanical engineering; (7) physics &amp; chemistry; (8) Energy Star Program; (9) recycling; (10) agency Office of Energy rules &amp; regulations*; (11) federal laws governing deregulation; (12) generally accepted procurement procedures.                       Skill in (13) operation of a personal computer &amp; associated hardware/software (e.g., Excel, Word, Power Point).                      Ability to: (14) maintain accurate records; (15) comprehend &amp; 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 &amp; position papers; (20) handle sensitive inquiries from agencies &amp; general public; (21) calculate fractions, decimals &amp; percentages; (22) deal with problems involving several variables; (23) understand &amp; relay latest trends concerning energy market.                 </td> </tr> <tr> <td>25</td> <td>                     Promotes &amp; educates energy conservation &amp; efficiency in state &amp; community owned/leased buildings: conducts training seminars on energy efficiency &amp; state procedures on energy services; plans &amp; coordinates energy activities for state agencies with Energy Services Manager.                 </td> <td>                     Knowledge of 1, 2, 3, 4, 8, 10*, 11, (24) public relations.                      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List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/20/09									

apd 6-9-09 al

