

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 20005556	<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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <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.)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Provides technical assistance to various state agencies, architectural & engineering consultants & utility companies regarding energy specialty areas: develops & implements energy efficiency & associated cost management programs (e.g., architectural/engineering energy analysis of state buildings, building heating & cooling, electrical power generation & co-generation, waste heat recovery); utilizes knowledge of energy efficient technology in 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 concepts, activities, programs, technology & applications to general staff & management at numerous state & local agencies; advises Energy Services Manager & other state agency representatives on various energy-related decisions; makes recommendations on action by state government; advises SAO on policies & plans related to energy conservation standards; evaluates feasibility of & 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 & recommends selection of design-build team; 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 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 personal computer & associated hardware/software (e.g., Excel, Word, PowerPoint). 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.
25	Promotes & educates energy conservation & efficiency in state & community owned/leased buildings: conducts training seminars on energy efficiency & state procedures on energy services; plans & coordinates energy activities for state agencies with Energy Services Manager.	Knowledge of 1, 2, 3, 4, 8, 10*, 11, (24) public relations. Skill in 13 Ability to 18, 19, 20, 21, 22, 23

* developed after employment.

apdl 6-9-09al

JOB CODE 66361	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovens</i>	DATE 5/20/09
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	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 2 of 2
	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.

apd 6-9-09 al

JOB CODE TITLE
Energy Specialist

JOB CODE
66361

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/le</i>	DATE 5/20/09
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