100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105685

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Architect' Office	Franklin

POSITION NUMBER 20075697

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Energy Services Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005519 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Manages assigned statewide energy conservation & efficiency projects, within State Architect's Office (SAO), affecting planning, design & construction of state & community owned/leased capital improvement projects: facilitates technical assistance, communication & decision-making on energy issues among project management staff, client segment teams, SAO senior staff, SAO executive staff, agencies & institutions, utility companies, architectural & engineering consultants; establishes & maintains energy specialty processes & procedures; leads energy services staff in promoting & educating energy conservation & efficiency in state & community owned/leased buildings; evaluates feasibility & projected return on investments of energy conservation projects; recommends specific project funds to be released for capital projects; evaluates & recommends selection of performance contract proposals; manages project scope, budget, schedule, & quality assurance/control; represents SAO at public meetings.	Knowledge of (1) energy conservation architecture or engineering; (2) project management; (3) management & supervision of professional staff; (4) public relations; (5) human relations; (6) agency policies & procedures*; (7) government structure & processes*; (8) electrical & mechanical engineering, including energy usage & conservation, utility deregulation & tariffs, & Energy Star Program; (9) management of governmental/public construction projects. Skill in (10) computer hardware & associated software (e.g., Microsoft Word, Excel, PowerPoint, Web-based reporting systems). Ability to (11) deal with many variables & determine specific action; (12) prepare meaningful, concise & accurate reports; (13) prepare & deliver speeches before specialized audiences & general public; (14) maintain accurate records; (15) comprehend & record figures accurately; (16) prepare complex reports & position papers; (17) handle sensitive inquiries from agencies & general public; (18) understand & relay latest trends concerning energy market. *developed after employment

JOB CODE TITLE: Project Manager 2

JOB CODE: 63382

List Position Numbers & Job Titles of Positions Directly Supervised:

20005538 Account Examiner 3
20005540 Energy Specialist
20005541 Energy Specialist
20005556 Energy Specialist

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoenke

DATE: 5/13/10

Appl 5.14.10 (au)

100-100U

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Bargaining Unit 22

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FROM: 8:00 am TO: 5:00 pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Participates in business strategy of SAO: assists in strategic planning; participates in defining SAO goals & objectives; develops &/or reviews & executes statewide programs & policies for SAO; reviews, analyzes, & conducts research on energy concepts regarding new technologies, codes & specifications relating to energy conservation & legislation; assists in development of design standards, updates to contracting standards & revisions to customer guidance documents; selects & negotiates professional services.	Knowledge of: 1, 2, 3, 6*, 7*, 8, 9 Skill in 10 Ability to 11, 12, 13, (19) use proper research methods in gathering data; (20) originate &/or edit articles for publication.
20	Supervises energy services staff & manages professional service consultants: recruits & trains staff; assigns projects; monitors & balances workload of energy services staff; prepares performance evaluations; completes corrective counseling & discipline; approves timesheets & leave requests; other duties as assigned.	Knowledge of 2, 3, 5, (21) workforce planning; (22) employee training & development.
	This position is overtime exempt.	Position Specific Minimum Qualifications: 3 yrs trg. or exp. specializing in energy conservation (e.g., Energy Star Program, LEED Program); 3 yrs. trg. or exp. in management of governmental/public construction projects; 2 yrs. trg. or exp. in management & supervision of professional staff. *developed after employment

JOB CODE TITLE: Project Manager 2

JOB CODE: 63382

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20005538 Account Examiner 3
20005540 Energy Specialist
20005541 Energy Specialist
20005556 Energy Specialist

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ca

DATE: 5/13/10

Appl 5.14.10 (ca)