

ENERGY SPECIALIST

DEFINITION

Serves as a technical expert and directs projects relating to energy conservation and energy equipment installation, removal, and modernization; analyzes trends pertaining to District energy consumption patterns and provides corresponding recommendations; and promotes energy and water conservation measures.

TYPICAL DUTIES

Analyzes District gas, water, and electrical consumption to identify usage trends, including energy and water waste, and develops recommendations regarding energy consumption and energy equipment based on energy audits, and cost/benefit and life-cycle studies.

Analyzes energy markets and develops supply and demand side management strategies to mitigate or enhance the District's position relative to energy matters.

Serves as a liaison with regulatory agencies regarding the permitting, record keeping, and testing of District energy consuming equipment.

Assists in analyzing utility rates.

Verifies that specific energy savings are achieved according to pre-determined goals.

Assists with the formulation of policies and procedures pertinent to the Energy Management Unit and District energy equipment.

Analyzes government guidelines, laws, rules, regulations, and proposed legislation or other proactive actions and makes recommendation based on such analyses.

Coordinates, plans, and schedules energy retrofit projects.

Prepares project descriptions, definitions, and specifications relative to energy retrofit projects.

Confers with consulting engineers regarding retrofit projects and analyzes project changes.

Prepares requests and justifications for bid proposals.

Compiles data; prepares charts, graphs, and reports for presentations; and makes recommendations based on findings.

Assists in developing, recommending, and prioritizing energy projects.

Arranges workshops for District staff and presents energy and water conservation programs to students and school staff.

Serves as a technical specialist to the Procurement Branch relative to the evaluation and selection of efficiency energy equipment and energy commodities to be purchased by the District.

May write board reports and speak at board meetings regarding energy projects and programs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Energy Specialist assists administrators in the management of energy retrofit projects, analyzes District energy and water consumption, monitors conservation projects, and arranges and presents energy conservation programs.

The Senior Energy Specialist supervises and participates in the planning, development, analysis, and evaluation of energy conservation programs.

The Energy Program Manager administers the District's utility budget and supervises staff involved in analyzing and monitoring energy consumption and in recommending energy conservation and cost saving programs.

SUPERVISION

General supervision is received from the Senior Energy Specialist. Functional supervision is exercised over lower-level technical staff and contractors. Work direction may be provided to clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- District standards and legal provisions governing energy equipment maintenance and installation
- Local and State energy and safety regulations promulgated by agencies such as: South Coast Air Quality Management District, Los Angeles County Fire Department, and the California Environmental Protection Agency
- Methods of conducting building energy audits
- Principles of life-cycle costing and cost/benefit analysis
- Methods of estimating costs of materials and labor
- Methods of data collection, statistical analysis, and graphic presentation
- MS Office Suite (Word, PowerPoint, Excel, Access and Outlook)
- Energy accounting and management software programs
- Life cycle costing software programs
- Various District software programs including Maximo and MARS

Ability to:

- Analyze and interpret technical materials, such as architectural plans, project schedules, equipment specifications, and budget data
- Conduct meetings and make effective presentations
- Work effectively with representatives of government agencies, private contractors, facilities designers, equipment manufacturers, and District staff
- Prepare clear and concise reports and make recommendations
- Collect, analyze, and explain statistical and budgetary data
- Organize and prioritize work under the pressure of multiple projects and deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably supplemented by courses in statistics, cost analysis, report writing, engineering, data processing, energy management, energy auditing, or urban planning. Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of four years of the educational requirement, provided that the requirement of a high school diploma or equivalent is obtained.

Experience:

Two years of technical experience evaluating the efficiency of electrical or mechanical systems and equipment, or in the design of heating, lighting, or ventilation or energy systems and equipment, preferably as part of an energy conservation program.

or

Two years of experience coordinating a major program or project relating to energy conservation, or related areas, preferably in a school district environment. This experience must include responsibility for data analysis, cost estimation, and the preparation of reports.

or

Two years of any combination of the experience described above.

Special:

A valid California Driver License.
Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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08-21-13
HV

Reviewed
11-21-16
JPK²