

# Energy Management Coordinator Tompkins County

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Approved:** 07/2009

**Revised:** 2/11; 4/15

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience performing energy audits, coordinating facilities energy programs or identifying and/or implementing energy reduction measures; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience performing energy audits, coordinating facilities energy programs or identifying and/or implementing energy reduction measures; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience performing energy audits, coordinating facilities energy programs or identifying and/or implementing energy reduction measures; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT:**

1. Must possess a valid NYS Driver's License with a good driving record at the time of appointment and maintain such license for the duration of employment.

## **NOTES:**

1. An individual who is a Certified Energy Analyst by the Building Performance Institute (BPI), a Certified Energy Manager (CEM), or a Certified LEED Professional may receive preference in appointment; however, the civil service rule of three must still apply when making a permanent appointment from a civil service eligible list.

2. Additional education beyond a Bachelors Degree from a New York State or regionally accredited college or university will be substituted for experience on a year-for-year basis.

## **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class coordinates school district efforts to utilize energy efficiently and economically. The incumbent oversees the evaluation of energy consumption in the schools and recommends policies and plans for efficient energy use in all school facilities. Work is reviewed by the Supervisor of Buildings & Grounds through conferences, review of reports and discussions with participating school district representatives. The incumbent will perform all related work duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Directs school district efforts to utilize energy more efficiently and economically;
- Monitors all aspects of energy management programs;
- Conducts energy assessments of school facilities;
- Coordinates efforts with school district staff to effect energy savings measures;
- Provides recommendations for procedural and technical operational changes and recommendations to upgrade/retrofit, or replace inefficient equipment and/or systems;
- Performs staff development/training activities to teach energy conservation methods to faculty and staff;
- Coordinates public information program on school district energy conservation programs;

- Works with school district staff to maintain database with utility billing information and savings
- calculation capability;
- Assists school district in evaluation of utility bills for energy savings opportunities and for billing errors;

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of traditional and alternative sources of energy and current energy conservation
- methods;
- Good knowledge and understanding of building systems and equipment operations including energy
- management systems;
- Good knowledge of statistical and budgeting procedures;
- Ability to work with and gain the cooperation of school personnel;
- Ability to prepare clear, accurate and comprehensive reports;
- Good communication and public speaking skills with the ability to express oneself clearly and concisely;
- Ability to develop and manage a budget;
- Ability to analyze data.
- The employee's physical condition shall be commensurate with the demands of the position.

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