

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

**Inclusion Through Diversity**



## **OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Energy Coordinator

**EXAM NO:** 67146

**SALARY:** Depends upon Location, Town of Dryden \$40,000 base commensurate with experience

**EXAM DATE:** 06/24/17

**ISSUE DATE:** 05/11/17

**THE FINAL DATE TO FILE APPLICATIONS:** 05/26/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/25/17

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**THE USE OF A QUIET HAND HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.**

**LOCATION OF POSITIONS/VACANCIES:**

There are currently no vacancies in the title of Energy Coordinator. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

**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.

NOTE: 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.

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

The Energy Coordinator will coordinate facilities energy usage management programs for participating municipalities. He or she will identify and directly implement: basic energy reduction measures; collect information on potential energy reduction and conversion projects; analyze and prioritize energy projects; and move energy projects towards implementation. The Energy Coordinator will provide training to employees of the various municipalities in an effort to effect attitude and behavioral changes related to energy reduction. Best practices will be shared throughout the municipalities involved. The goal of the program is to significantly reduce energy use and costs for participating municipalities and to ensure a persistent energy savings for the life of the improvements. This employee exercises considerable autonomy and works under the general direction of the Environmental Planner. Wide latitude is allowed for the exercise of independent judgment in the analysis and implementation of solutions. Supervision of others is not generally a function of this class, although the Energy Coordinator may supervise or direct interns or assigned staff as necessary. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Coordinate Energy Projects;
- Conduct or facilitate technical assessments and audits for town and community facilities;
- Summarize, analyze, and recommend cost-effective approaches to achieve energy reductions and conversion to renewable energy;
- Emphasize objective decision-making process using cost paybacks, aggregate energy savings or conservation, and avoidance of vendor-driven improvements;
- Coordinate implementation of recommendations of energy audits and oversee long-term viability of energy projects;
- Coordinate evaluations of potential for renewable energy at town-owned facilities and important community organization facilities, including wind, solar thermal, solar electric, high efficiency indoor boilers, geothermal, and biomass (wood chip or pellet) furnaces;
- Develop Peer to Peer Collaboration;
- Develop mechanisms to share energy reduction and conversion measures with other municipalities;
- Facilitate inter-municipal meetings to share of energy reduction and conversion strategies;
- Evaluate potential opportunities for sharing or pooling of resources across municipalities for energy savings, such as fuel vendors and pooling square footage for multi-town performance contracting;
- Conduct Direct Implementation;
- Benchmark energy consumption to establish a baseline, where applicable;
- Train staff on low-cost and no-cost energy reduction measures;
- Adopt policies and practices for staff to reduce energy use;
- Measure and track energy performance of facilities, where applicable;
- Procure and train staff on ENERGY STAR® office equipment.

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

- Thorough knowledge of the principles and practices employed in conducting energy audits;
- Thorough knowledge of how to conduct an energy impact inventory and mitigation plan;
- Thorough knowledge of air sealing, insulation, heating systems, high-efficiency lighting and high-efficiency appliances;
- Thorough knowledge of current technology and its application as related to solar (photo-voltaic, liquid air arrays), wind power generation, biomass conversion, and other renewable energy options;
- Thorough knowledge of current new building construction practices relative to energy efficiency and green building techniques;
- Thorough knowledge of “clean fleet” fuel alternatives;
- Skill in conducting an energy audit, energy impact inventory and mitigation plans;
- Skill in air sealing, insulation, heating system, lighting and high-efficiency appliance installation;
- Ability to considerably reduce energy consumption in a broad range of areas across multiple municipalities;
- Ability to upgrade lighting, heating/ventilation systems, and building envelopes;
- Ability to install or oversee the installation of photo-voltaic systems, wind turbines, insulation, heating systems, high efficiency lighting and appliances;
- Ability to understand and carry out complex oral and written directions;
- Ability to prepare and coherently present a variety of verbal and written reports addressing a complex subject in layman terms;

- Ability to read and interpret technical manuals, wiring and piping schematics, mechanical and architectural plans, and specifications;
- Ability to ascend and descend heights (i.e., climb stairs and ladders, personnel lifts, etc.) and have agility and freedom of movement;
- Ability to operate a computer and the various hardware and software necessary to carry out the duties of the position;
- Ability to add, subtract, multiply, and divide and perform analysis using complex mathematical formulas;
- Strong customer service skills, dependability, initiative, resourcefulness, and good judgment are all required traits.
- The employee's physical condition shall be commensurate with the demands of the position.

**Complete Scope of the examination and Expanded subtest descriptions:**

1. Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

2. Principles and concepts of energy efficiency programs

These questions test for knowledge of energy efficiency and energy management concepts and energy conservation principles and practices involving building services operations, including such areas as efficient operation of building mechanical, electrical, heating, air-conditioning, and ventilating systems.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Reading and interpreting plans and specifications

These questions test for the ability to read and understand technical written specifications, and plans and diagrams of building mechanical systems. All the information needed to answer the questions will be in the written material and/or diagrams provided.

5. Energy management, conservation and environmental and safety concerns

These questions test for knowledge of the principles and practices involved in conducting building and facility energy management programs, including the application of appropriate energy efficiency and conservation methods, environmental controls, and safe operating practices.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â€

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850