

ENERGY COORDINATOR

TOMPKINS COUNTY

Department Town of Dryden
Classification Competitive
Labor Grade N/A
Approved Town Board
Revised _____
By AF: Commissioner of Personnel

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 conversation, and avoidance of vender-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 venders 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.

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ENERGY COORDINATOR (CONTINUED)

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 and 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.

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.

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