

ENERGY EFFICIENCY SUPERVISOR**DEFINITION**

Under direction, supervises the implementation of and recommends changes in Energy Efficiency Programs; and provides technical and field work in support of energy efficiency programs in accordance with applicable laws, codes and program parameters; ensures evaluation, implementation and verification of utility sponsored energy efficiency projects are successfully executed.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from Division Manager or designee. Exercises supervision over administrative and field staff.

DISTINGUISHING CHARACTERISTICS

The Energy Efficiency Supervisor is a supervisory classification which oversees and evaluates the implementation of energy efficiency programs, evaluates subsequent resulting energy efficiency projects and develops projects for city buildings. The incumbent supervises subordinate personnel, and performs office and field work related to energy efficiency programs; including scheduling and assisting with energy audits, review analysis reports with business owners, and facilitates applications for rebates and financing. Incumbent is responsible for managing client lists, process flow, and providing project support to address energy and other resource and conservation programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Typical duties may include, but are not limited to the following:)

Supervises the work of personnel engaged in Energy Efficiency Programs; monitors work performed for accuracy and completeness.

Monitors Energy Efficiency processes and interprets processes, policies and procedures.

Provides technical support for home and/or business energy efficiency upgrades in accordance with applicable, laws, codes and program parameters.

Consults and provides assistance to property and business owners, and presents a no-cost analysis of energy use and energy consumption solutions.

Prioritizes and supports energy audits; oversees contractor inspections in accordance with ASHEA Level 1 and Level 2 energy audits; and assists with property and structures evaluations.

Develops cost estimates for energy efficient projects proposed as part of the home and/or business energy tune-up program; reviews technical specifications, engineering calculations and cost estimates for energy efficiency projects resulting from energy audits.

Review audit reports with business owners and advises on opportunities for energy efficiency improvements.

Encourages and educates on energy program compliance and energy efficiency measures; and provides guidance to home and business owners in order to comply with conservation goals.

Develops and maintains a detailed project schedule, including all sites involved in the energy efficient programs.

Tracks progress and reports results toward achieving energy efficiency goals in accordance with program parameters and strategic plan.

Serve as a liaison and acts in a consulting capacity to offer direct support to home and business owners in achieving energy compliance.

Review project application forms and submittals by customers, contractors, engineers/consultants and other program participants in order to ascertain compliance with program policies and procedures.

Assists property owners in the preparation and facilitation of applications for rebates and financing.

Maintains work records of energy efficiency programs and audit activities.

Participates in the selection of subordinate staff; trains and evaluates subordinate staff; recommends disciplinary actions.

May coordinate with or follow up on program quality control activities such as inspections and customer surveys as appropriate.

May perform energy savings calculations for energy efficiency measures.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Local, state and federal laws, rules and regulations related to energy conservation and energy management programs.

Sustainable and energy efficiency residential and building construction practices and technologies.

Municipal housing, building, zoning, plumbing, and electrical codes and ordinances.

Building cost estimating procedures.

Rules and regulations governing energy efficiency practices, audits and rebates.

Ability to:

Supervise the work of administrative and field staff in support of energy efficiency programs.

Exercise sound independent judgment within general policy guidelines and operating parameters.

Develop and prepare work specifications and cost estimates for materials and labor.

Read and interpret plans, specifications, audit reports and related documents.

Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Prepare and maintain accurate records.

Communicate effectively both in written and oral form.

Organize, prioritize, and manage work assignments and audits.

Work independently in a busy environment, with attention to detail.

Skill in:

Utilizing a computer, and applicable software programs.

MINIMUM QUALIFICATIONS

High school diploma or GED equivalency, and three years experience in energy efficiency, sustainability, facilities maintenance, or building inspection, one year of which included, or is supplemented by, lead or supervisory work experience.

Experience with energy audits and energy modeling is desired.

Special Requirement:

Possession of a valid California Driver's License may be requires at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

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