

Job Title Energy Program Manager

Closing Date/Time Sun. 03/19/17 11:59 PM Mountain Time

Salary \$2,355.00 - \$3,660.00 Biweekly
\$61,230.00 - \$95,160.00 Annually

Job Type Full-time

Location Arapahoe County, Location TBD, Colorado

Department Facilities and Fleet Management

Description Benefits Supplemental Questions

Work for Arapahoe County - Colorado's First in so many ways!

The Energy Program Manager performs duties as the primary contact for implementation and maintenance of the Arapahoe County Energy and Water Conservation Program (EWCP), including any related Performance Contracts. Works with management and staff to update program policies and procedures.

The Energy Manager will work to ensure that the County buildings are operating properly and that the energy/water savings anticipated in the EWCP are realized. Recommends strategic actions with the intent of reducing consumption of resources and related utility costs.

Our anticipated starting pay range is \$2,355.00 - \$3,017.00 biweekly (\$61,230.00 - \$78,422.00 annually).

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Duties:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

Monitors energy and water conservation measures implemented in County facilities to ensure proper operation.

Identifies additional energy/water cost saving opportunities, promotes general energy/water conservation awareness and behavioral modification strategies to generate additional savings.

Tracks and quantifies changes in facilities energy/water consumption for comparison to baseline. Provides periodic reports for inclusion in the performance measurements dashboard in support of the Align Arapahoe initiative.

Maintains accounting and utility use database using EnergyCAP online and EnergyCAP Enterprise software. Acts as system administrator.

Promotes the energy/water conservation program with staff and to the community. Coordinates and conducts training and education for staff related to the facility improvement measures installed and on general energy/water conservation behaviors.

Serves as a technical resource for management, staff, project managers, and consultants.

Assists maintenance staff and contractors to troubleshoot HVAC and control failures, both from the Building Automation System operator workstations and in the mechanical rooms.

Optimizes operating sequences for energy/water cost savings. Field tests control points as necessary to verify ongoing proper operation of HVAC systems.

Oversees the building operational guidelines for weekly use, setbacks, and operations. Documents progress of those guidelines by performing building audits, with special emphasis on early morning, evening, weekend and holiday times. Works closely with Energy Performance Company (EPC) to insure compliance of all requirements and savings guarantees are confirmed and reported on an annual basis during M & V contract period.

Plays an integral role in the formulation and development of the Capital Repair and Replacement Plan and, subsequently the Facilities Management budget as it pertains to energy-related expenditures and equipment.

Coordinates energy and water conservation grants and utility company incentives.

Coordinates energy and water conservation recognition programs, such as Energy Star, Water Sense, LEED, LEED-EBOM and/or Golden Globes.

Performs energy efficiency analysis for building acquisitions and remodels.

Other duties as assigned.

Requirements:

REQUIREMENTS:

Skills, Abilities and Competencies:

Considerable knowledge of HVAC systems, plumbing and irrigation, and building systems/equipment along with the associated controls.

Considerable knowledge of computer-based Building Automation Systems.

Considerable knowledge of energy/water conservation measures and their implementation, tracking and reporting.

Effective group facilitation skills.

Ability to design and present effective presentations and training materials to a diverse audiences

Ability to analyze departmental budget and expenditure to identify trends, problems or other issues and to project annual expenses.

Ability to write policies and procedures for the Energy and Water Conservation Program.

Ability to identify energy/water savings opportunities and coordinate their implementation in all County facilities.

Ability to analyze, understand and interpret energy rate structures, bills and related information.

Ability to read and operate computer software programs and use them as a tool for detecting normal or abnormal building operations.

Ability to read and interpret blueprints, drawings, equipment specifications, and control sequences.

Ability to become proficient in the use of financial software program to research financial data, compile financial reports, and process invoices for payment.

Behavioral Competencies:

Service First
Excellent Quality
Responsive Government
Visionary Thinking
Innovation
Caring Leadership

Effective Communication
Fiscal Responsibility
Integrity
Respect for Others
Safety Teamwork

Education and Experience Required:

- Bachelor's degree from an accredited 4-year college;
- Minimum of five (5) years progressively responsible experience in energy management, facility engineering, or facility management; and
- Experience with public speaking and conducting internal staff training.
- A combination of education and experience may be considered.

Preferred Qualifications:

- Bachelor's degree preferably in engineering, energy resource management, facilities management or related field.
- Certified Energy Manager (CEM) or Energy Manager In Training (EMIT) preferred, or willingness to acquire within first two years of hire.
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP) preferred.
- Experience in public sector energy and water conservation programs strongly preferred.

Pre-Employment Additional Requirements:

- This position requires the successful completion of a pre-employment background and motor vehicle checks.

- Must possess or have the ability to obtain, a Class "R" Colorado driver's license within two weeks of appointment.

Post-Employment Requirements:

- Position is deemed essential and incumbents must be available for winter storm emergencies and to respond to emergency phone calls all of which may require evenings, holidays and weekends.

Supplemental Information:

WORK ENVIRONMENT:

- Work is performed in all County facilities both indoors and outdoors with occasional exposure to inclement weather, dust, grease, chemicals, fumes, etc. Hazard present in this position are inherent in the occupational area of Mechanical HVAC, Electrical and Plumbing.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- No unusual physical demands are associated with this position.
- Spends 60% of the time sitting and 40% of the time either standing or walking.
- Occasionally lifts, carries, pulls or pushes up to 25 lbs.
- May occasionally lift heavy and awkward objects up to 25 lbs from ground level to waist level or higher, either on solid ground, or while balancing (example, on a ladder).
- Uses cart, dolly, or other equipment to carry in excess of 25 lbs.
- Occasionally climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings

and personal interactions.

- Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
- Visual capacity enabling constant use of computer or other work related equipment.
- Physical capacity to safely operate County vehicles and machinery.

Frequent exposure to outside elements to include direct sunlight, heat, cold, rain, snow and wind. May also be in frequent contact with mechanical and electrical rooms that are dusty, noisy and hot with tight spaces and moving machinery. Chemicals common to the trade including petroleum products, water treatment chemicals, brazing gases and refrigerants. Occasional work on roofs and at height through movement up and down ladders with potential for slips and falls.

Definitions:

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

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