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| Salary Schedule | MOU | Benefits |
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City of Alameda
Code No. 7063
Approved by P.U.B.
July 23, 1990
Approved by C.S.B.
September 5, 1990

ENERGY MANAGEMENT COORDINATOR

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DEFINITION

Under direction develops, implements, administers and evaluates energy management programs for commercial, industrial, residential and public customers; coordinates program activities with other departments as required and performs other related work as required.

EXAMPLES OF DUTIES

1. Designs, develops, implements, administers and evaluates energy efficiency and load management programs.
2. Performs energy audit programs for residential, commercial, industrial and public customers.
3. Works with developers, architects, builders and other departments to require and encourage the incorporation of energy efficiency measures in new and renovated buildings.
4. Prepares energy efficiency and management grant proposals.
5. Provides projections of the effects of demand-side programs on the Bureau's load forecast.
6. Prepares administrative, statistical, and narrative reports and makes presentations relating to energy efficiency and management programs.
7. Assists in the development and dissemination of customer information promoting wise and efficient use of electrical resources.
8. Assists in the development and presentation of educational programs to assist customers in efficient use of electrical resources.
9. Assists in providing technical assistance to customers regarding high bill complaints.
10. Assists with preparation of budgets for demand-side program activities.
11. Assists with the development of rates which encourage energy efficiency and load management.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in engineering, physical science, business, economics, energy management or related field.

Experience: Two years of energy audit or energy management program development and administration experience, with at least one year of experience working with commercial/industrial customers or equivalent energy use analysis experience.

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EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of the principles of electricity, energy conservation practices and measures that would apply to commercial, industrial, residential and public customers; principles of heat and heat transfer; general industrial processes involving heating, cooling and process heat; construction and building lighting and HVAC systems; alternative energy sources; relevant Federal, State and local rules, regulations and codes related to energy conservation; utility economics; analytical techniques used in economic analyses; energy auditing and management and energy equipment, products and services.

Ability

Utilizing independent judgement to perform technical and analytical studies of energy usage and electrical demand; conduct energy audits; read and interpret building plans; interpret and apply regulations and standards related to energy conservation; interpret computerized information and utilize computer equipment; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively both orally and in writing and establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Possession of or ability to obtain a California Energy Auditor's Certificate and a California Energy Inspector's Certificate.