ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Energy Program
Job Code: 4020
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to research, develop, implement, and manage carbon reduction and renewable energy programs for the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops and implements strategies for renewable energy and energy efficiency: conducts research and special studies related to the carbon reduction and renewable energy; provides technical assistance and expertise regarding energy management and renewable energy to all City departments; identifies and executes energy-related strategies to achieve sustainability goals; and develops and implements related policies.

Plans and manages energy projects: designs, develops and implements projects taking into consideration state regulations, market technology and availability, budget, operations, etc.; performs technical research and analysis, cost estimation, budget management, scheduling and sequencing, public involvement and other project management activities; coordinates with and leads vendors, other City project managers, and other stakeholders; manages project performance; troubleshoots risks; monitors project progress; and tracks and reports results.

Manages energy data and impact of energy conservation measures: monitors, analyzes, and controls energy use across organization; monitors energy targets; prepares and submits energy use reports; analyzes equipment performance for energy efficiency; manages relationships with utility providers; oversees energy audits and efficiency improvement projects; assists in providing documents and research for building commissioning, carbon emission impact, building science, and renewables; and delivers group training workshops regarding energy conservation.

Conducts research: tracks progress toward the City's climate goals, including carbon reduction, greenhouse gas emissions, electricity, natural gas, and fleet fuel; compiles municipal greenhouse gas inventories and quantifies greenhouse gas reduction activities; conducts commuting surveys; analyzes and interprets information, data, statistics, and energy studies; identifies trends; synthesizes findings into reports and data visualization; and prepares and presents staff reports to City Council.

Manages sustainable energy project contracts: coordinates with Purchasing Department to procure contracted services; prepares requests for quotes (RFQ) and requests for proposal (RFP), including writing scope of work, coordinating risk and legal requirements, interviewing consultants, and participating in the awarding of contracts; drafts, evaluates, and executes contracts; maintains contractual records; schedules, directs, and monitors the work of consultant teams and contractors; and oversees related billing and invoice payments.

Serves as staff liaison to the Energy Innovation Task Force: facilitates communication and contribution from local experts; facilitates the implementation of cutting-edge technology solutions to the community; maintains task force webpage; and ensures compliance with open meeting laws.

Participates in budget and financial management activities: assists in developing Department budget, including recommending outlays for energy projects, services, and operations; manages green revolving fund budget for carbon reduction and renewable energy projects and programs; participates in developing, submits, and oversees budget for energy projects; ensures projects remain within budget; executes related contracts with community partners and vendors; manages intergovernmental agreements; and maintains financial and budget documentation and records.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to energy sustainability; monitors pending legislation; reads professional literature; maintains professional affiliations; participates in local, regional, state, and federal organizations, task forces, and work groups; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City officials, supervisor, other City employees, consultants, contractors, the public, utility companies, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, permit fee rebates, billing invoices, travel requests, solar design documents, building construction plans, strategic plans and policies, staff reports, annual sustainability report, memos, project updates, presentations, public comments, charts, statistical analyses and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Environmental Science or a related field required; supplemented by three years of experience in energy management, building science, renewable energy procurement, building energy project management, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Certified Energy Manager certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors,

sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.