ASHEVILLE, NORTH CAROLINA

Classification Specification

Sustainability Analyst
Job Code: 1095
FLSA: Exempt

Purpose of Classification:

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

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 recommends policies and strategies regarding renewable energy and energy efficiency: reviews and analyzes City's current strategic plans and policies; identifies and recommends changes and additions to plans and policies to optimize energy efficiency and reduce carbon emissions and operating costs; provides technical assistance, consultation, and subject matter expertise to City departments to identify and execute energy-related strategies; and prepares and presents staff reports.

Provides project management for energy and building projects: participates in design, development, and implementation of projects; conducts technical research and analysis; recommends energy efficient building systems; estimates costs; manages budgets; schedules and sequences project activities; provides information to and gathers feedback from the public; coordinates with vendors and other City project managers; monitors project performance and progress; troubleshoots risks and provides remediation strategies; and prepares and submits

progress reports.

Manage the City's energy data and impact of energy conservation measures: monitors, analyzes, and controls energy use across organization; reviews utility bills and usage; monitors energy targets; prepares reports to summarize energy use; analyzes equipment performance with respect to energy efficiency; oversees energy audits and efficiency improvement projects; and assists in documents for building commissioning, carbon emission impact, building science, renewables, etc.

Conducts research and special studies regarding energy: tracks progress toward the City's climate goals including greenhouse gas emissions, electricity, natural gas and fleet fuel; compiles municipal greenhouse gas (GHG) inventories and reduction activities and other energy data and information; conducts surveys and studies; analyzes and interprets information, data sets, and studies; provides statistical analysis and data visualization; identifies trends; and prepares and submits related reports and recommendations.

Manages contracts and provides direction for consultants and non-profit partners participating in sustainable energy projects: prepares Requests for Quotes and Requests for Proposal in coordination with Purchasing Department; defines scope of work; coordinates with Risk Management and Legal to ensure compliance; evaluates quotes and proposals; interviews consultants; participates in consultant selection; drafts and executes contracts; maintains contractual records; schedules and directs the work of consultant teams; oversees billing; and oversees completed work.

Serves as staff liaison to the Energy Innovation Task Force: coordinates with area utilities and task force working groups; facilitates communication and contribution from local experts; partners with EITF members and utility companies to bring technology solutions for energy efficiency to the community; maintains webpage and compliance with open meeting laws.

Develops, submits, and administers green revolving fund budget for carbon reduction and renewable energy projects and programs: monitors project and program expenditures to ensure compliance with approved budget; executes contracts with community partners and vendors; manages intergovernmental agreements; and prepares, maintains, and submits related financial and budget reports and records.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and industry best practices relating to energy efficiency and sustainability; reads professional literature; maintains professional affiliations; and facilitates and/or attends meetings, workshops, conferences, and training sessions as required.

Communicates with City officials, supervisor, co-workers, other City employees, utility companies, third party service contractors, the public, 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, design documents, construction plans, invoices, strategic plans, policies, project updates, staff reports, annual reports, 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, Energy Systems Engineering, or a related field required; supplemented by five years of progressively responsible experience in energy management, building science, or renewable energy; 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.

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 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.