

FACILITIES ENERGY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and administrative position responsible for ensuring effective and efficient heating, ventilation, air conditioning and utilities operation throughout various County facilities. The work requires the incumbent to be familiar with HVAC and utilities system operation and design, utility rate structures, energy savings techniques and data analysis. The incumbent reports directly to the Deputy Commissioner of Public Works (Buildings and Grounds) and coordinates with others throughout the County in carrying out the functions of the position. Supervision is exercised over the work of the Stationary Engineer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Evaluates HVAC systems performance from mechanical energy utilization aspects and recommends and implements changes to enhance performance;

Oversees preventative maintenance programs for the County's HVAC systems;

Writes, prepares and reviews specifications for County contracts for HVAC services performed by outside contractors;

Assists with the preparation of the utilities budgets;

Writes, prepares and reviews specifications for County service contracts such as fire alarm, elevator, air conditioning, water treatment, electrical materials, electrician work and lighting units;

Prepares reports for the Environmental Protection Agency and the Department of Environmental Conservation;

Prepares reports and monitors energy consumption;

Maintains a library and file of energy related publications, standards and information;

Utilizes personal computer software for HVAC management programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of energy management concepts pertaining to heating, air conditioning, ventilation and the associated electrical systems;

Good knowledge of current HVAC design as well as upgrade/redesign capabilities of existing systems;

Good knowledge of data analysis;

Working knowledge of DDC controls;

Ability to analyze technical and cost data;

Ability to make engineering calculations;

Ability to perform heating and cooling load analysis of County buildings;

Ability to write reports, directives and other written communications;

Ability to communicate effectively in writing and orally;

Ability to understand oral and written instructions;

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Ability to supervise the work of others;
Good judgement;
Initiative;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in mechanical, electrical or industrial engineering and two years of experience in the above mentioned fields; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in mechanical, electrical or industrial engineering and four years of experience in the above mentioned fields; OR
- C) Graduation from high school or possession of an equivalency diploma and six years of experience in the above mentioned fields; OR
- D) An equivalent combination of training and experience as indicated in A), B) and C) above.

NOTE: Graduate education in mechanical, electrical or industrial engineering at a regionally accredited or New York State registered college or university may be substituted for experience on a year for year basis.