

JOB TITLE: Energy Conservation Technician

DEPARTMENT: Building Inspections and Planning

JOB SUMMARY: This position is responsible for conducting energy and utility audits on all county owned buildings, working with the State Energy office and other entities to apply for applicable grants, and to research and explore innovative ideas and projects for implementation on county owned buildings.

MAJOR DUTIES: (Several of the main duties of this position may be conducted as a cooperative effort with other employees of the county as necessary.)

- Conduct field audits to investigate, analyze, and document current utility usage.
- Develop individualized action plans for department heads and energy teams to promote energy and utility reductions.
- Develop, coordinate, and implement the objectives of county energy strategies and policies to reduce energy and utility consumption.
- Monitoring and reviewing the effectiveness of these strategies and policies, including providing an annual progress report.
- Prepare grant application packages for Energy Conservation and Utility Savings Initiatives.
- Travel within region to attend meetings and training.
- Using presentation and public speaking skills to promote energy conservation.
- Forming partnerships and initiatives to maximize energy reduction efforts.
- Maintain current training in aspects related to energy conservation and utility savings.
- Implement and conduct public education projects in relation to the county energy conservation program.
- To obtain level III certifications in Building, Plumbing, Mechanical, and Electrical and maintain those certifications as active with required continuing education credits.
- Conduct Building, Plumbing, Mechanical and Electrical Inspections on an as needed basis.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of current energy conservation and utility reduction practices.
- Knowledge of applicable grants, application requirements and deadlines.
- Knowledge of county geography for locations of county owned buildings and for geographical weather data processing.
- Knowledge of county and departmental policies and procedures.
- Skills in reading and interpreting blueprints, charts, graphs, utility bill information and consumption reports.
- Skills in preparing and presenting reports both orally and written.

SUPERVISORY CONTROLS: The Director or Assistant Director assigns work in terms of general or very general instructions. The supervisor will spot check completed work for accuracy, compliance with policies, and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant state laws, commonly held energy conservation practices, building and fire codes, county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied technical duties in the performance of building audits and compliance inspections. Inclement weather conditions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform energy conservation and utility reduction audits for the county. Successful performance helps ensure that county buildings meet established standards of energy consumption and utility usage.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, representatives of area local governments, general and subcontractors, civic and community group representative, non-profit agency representatives, property owners, developers, surveyors, local and state elected officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or on site, occasionally outdoors in cold or inclement weather. The employee may be exposed to much noise, dust, dirt, grease, and machinery with moving parts and may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspections conducted.