

DESCRIPTION: Under limited supervision conducts complex on-site energy efficiency inspections to ensure completion, appropriateness, and quality of energy efficiency measures. Performs advanced safety diagnostic testing to detect areas of non-conformance and limit potential health and safety issues caused by energy efficiency improvements. This is technical work involved in implementing building energy efficiency measures under the state energy conservation and weatherization assistance programs. Energy management consultation is provided to owners of eligible facilities; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is distinguished from the Energy Conservation Program Coordinator by the complexity of investigations and diagnostic evaluations conducted. Positions at this level have the ability to determine whether homes meet Federal weatherization assistance program requirements to receive funding.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Monitors and assists Community Action Partnership (CAP) agencies contracting with the Nebraska Energy Office as sub-grantees under the federal low income weatherization program; reviews financial records and conducts on-site inspection of jobs completed; assists in solving problems regarding special weatherization situations and also the regulatory processes of the program.

Schedules and facilitates on-site energy audits.

Conducts on-site energy audits of eligible facilities to evaluate structural energy efficiency and utilization.

Verifies work performed against project plans and Building Check and Job Orders.

Reviews and verifies accuracy of internal audits conducted by sub-grantees.

Refers to Standard Work Specifications, which are included in the Nebraska Field Guide and Installation Standards to ensure improvements are made in compliance with the applicable code, local jurisdiction, or industry standard.

Verifies and confirms that work performed is in compliance with State and Federal guidelines.

Evaluates quality of modifications and installations.

Demonstrates proper methods to installers.

Utilizes diagnostic tools and conducts field measurements to evaluate the energy efficiency of a home or facility and identify areas for savings.

Utilizes diagnostic tools to conduct health and safety tests of residences and facilities.

Gathers and analyzes data pertinent to the monitoring and evaluation of energy programs.

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Performs technical reviews and consults with the Nebraska Energy Office Weatherization Division Chief preparing grant applications for state and federal energy conservation programs.

Prepares professional reports, on the basis of on-site inspections, to provide a structural analysis and specific recommendations for energy use improvement.

Prepares written and oral reports and correspondence concerning findings of investigations.

Formulates corrective actions for health risks realized as a result of investigations and/or inspections.

Monitors implementation of corrective actions and implementation schedules to insure resolution of problem situations.

Assists clients in energy management by preparing comprehensive plans and assisting in the monitoring of a home or facility's energy use.

Contacts private firms, citizen groups and individuals to encourage participation in energy conservation programs.

Acts as liaison between the Nebraska Energy Office and various local agencies and private and commercial facilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: building types and systems using energy; residential and commercial design and mechanical operations; data collection, analysis, organization and report preparation processes; energy issues and trends; state and federal regulations pertaining to energy conservation programs; energy conservation concepts; technical and engineering processes.

Ability to: communicate effectively, both orally and in writing; work with a variety of people with diverse interests and backgrounds; use customer service focus with integrity and respect; present new ideas and observations to a variety of people in an easily understood manner; work effectively with intergovernmental agencies, utility companies, and other organizations; assemble and analyze large quantities of data, prepare professional reports and present information effectively; analyze situations individually and organize information to reach and make appropriate decisions; plan, conduct and evaluate workshops.

Skill in: carrying out research projects through completion; mathematical and statistical functions; technical writing and public relations; record keeping and organizing information.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Post high school coursework AND two years' experience in construction, engineering, architecture, or related field. Coursework or training in an energy related field may substitute for experience on a year for year basis.

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Incumbents must possess a Quality Control Inspector (QCI) Certification issued by Building Performance Institute, Inc., or have the ability to obtain QCI certification within 6 months of hire date as a condition of continued employment.

SPECIAL NOTE:

Positions in this class requires an employee to possess a valid driver's license or the ability to provide independent authorized transportation.

State agencies are responsible to evaluate each of their positions to determine the overtime eligibility status as required by the Fair Labor Standards Act (FLSA).