

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 4237600

Energy Conservation Technical Specialist, Grade 23

Brief Description of Class

Energy Conservation Technical Specialists identify, develop, and/or coordinate projects related to energy improvements in agency-owned and operated buildings or facilities at various locations throughout the State, forecast system wide and individual facility energy and fuel use, and develop annual energy consumption data. Incumbents may work with different types of energy sources.

Distinguishing Characteristics

Energy Conservation Technical Specialist: manages all in-house staff, per-diem labor and contractors, and incarcerated individual labor crews engaged in projects and initiatives related to energy improvements. The positions seek to reduce energy consumption through operational efficiencies, major and minor capital projects, securing sources of renewable energy, and compliance with energy efficiency related executive orders from the Governor. Incumbents perform many functions associated with annual energy audits; program improvement; development of measures and targets; correction of deficiencies; project management; and operational support.

Illustrative Duties

Oversees work performed by in-house staff, per-diem labor and contractors, and/or work crews, ensuring that work performed and materials used are in conformance with contract specifications and that established schedules are met.

Coordinates the flow of communication among all involved parties including facility staff, contractors, fiscal administration, and all stakeholders to ensure equipment, materials, and procedures meet specifications and are consistent with State and Agency requirements.

Identifies work to be done in State-owned or operated buildings or facilities Statewide.

- Reviews feasibility studies to determine if recommendations are realistic and whether materials, equipment, and procedures will perform as predicted.

- Performs cost/benefit and life cycle cost analysis of energy measures considering such items as initial maintenance, operator or replacement costs to determine whether State funds should be expended on proposed modifications.
- Studies existing plant equipment for possible energy efficient upgrades, such as the use of direct digital control or variable frequency drives.

Develops and utilizes computer programs to aid in monitoring and recording of all energy use, savings measures, and performance indicators.

- Tracks historical energy consumption patterns of buildings to establish baseline data as it relates to specific energy goals.
- Analyzes existing buildings and their energy use to aid in benchmarking each building's energy performance or Energy Use Index.
- Develops energy savings measures and analyzes life cycle costs of competing projects designed to reduce the base line energy use of each agency building.
- Develops and implements control strategies to maximize energy efficiency using computerized energy management systems.
- Completes and distributes various energy consumption and conservation/efficiency reports to agencies and facilities.

Coordinates project funding.

- Works with agency personnel to develop budget submittals for future project work to be done and assists in developing spending plans for available funding.
- Manages the contract bid and award process for small energy projects administered by the agency.
- Develops capital project and budget recommendations for energy conservation/efficiency project compliance with Governor's executive orders.

Reviews change order proposals to ensure that the work is necessary, the cost is reasonable and the equipment, materials and procedures are consistent with project needs or construction standards.

Verifies that completed work complies with contract specifications, that all materials, equipment, and workmanship are in accordance with requirements, and authorizes interim and final payments.

Determines life expectancy information, as well as maintenance and replacement costs, for equipment or building components. Provides recommendations on replacements.

May develop contract standards and specifications for projects to be completed in agency-owned buildings or leased space using state-of-the-art energy technology, as well as new or improved methods and equipment and/or product lines. Reviews blueprints and specifications prepared by engineers and/or design professionals, ensuring they meet agency standards and/or energy initiatives.

Minimum Qualifications

Energy Conservation Technical Specialist

Open Competitive: seven years of experience in evaluating, analyzing, and using data from energy management systems involving occupied conditioned* buildings of at least 100,000 gross square feet, or complexes of 10 or more separate occupied conditioned* buildings comprising 500,000 or more square feet, to increase efficiency and conservation of energy resources. Experience must include building analysis, energy audits, and the planning and execution of associated energy projects. An associate's degree in engineering or engineering technology may substitute for two years of experience; or a bachelor's degree in engineering or engineering technology may substitute for four years of experience.

*A conditioned building is defined as a structure that is continually using some version of HVAC (heating, ventilation and air conditioning) for heating and/or cooling or humidity levels.

Attachment

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 11/2022

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Parenthetic Attachment

Energy Conservation Technical Specialist (General Services): these positions exist only in the Office of General Services (OGS). Incumbents identify, develop, and/or coordinate projects related to energy improvements in all OGS-owned and operated facilities at various locations throughout the State.

Minimum Qualifications

Energy Conservation Technical Specialist (General Services)

Open Competitive: seven years of experience in evaluating, analyzing, and using data from energy management systems involving occupied conditioned* buildings of at least 100,000 gross square feet, or complexes of 10 or more separate occupied conditioned* buildings comprising 1,000,000 or more square feet, to increase efficiency and conservation of energy resources. Experience must include building analysis, energy audits, and the planning and execution of associated energy, capital, environmental (i.e., renewable, sustainable and ozone friendly systems), electrical, and industrial computer-server driven automation controls projects. An associate's degree in engineering or engineering technology may substitute for two years of experience; or a bachelor's degree in engineering or engineering technology may substitute for four years of experience.

*A conditioned building is defined as a structure that is continually using some version of HVAC (heating, ventilation and air conditioning) for heating and/or cooling or humidity levels.