

## ENERGY SPECIALIST

### DEFINITION

Serves as a technical expert and directs projects relating to energy and water conservation, renewable energy programs, greenhouse gas emissions accounting, and energy equipment installation, removal, and modernization; analyzes trends pertaining to District energy and water consumption patterns and provides corresponding recommendations; and promotes energy and water conservation measures.

### TYPICAL DUTIES

Analyzes District gas, water, and electrical consumption to identify usage trends, including energy, greenhouse gas emission patterns and water waste, and develops recommendations regarding energy consumption and energy equipment based on energy audits, and cost/benefit and life-cycle studies.

Analyzes energy markets and develops supply and demand side management strategies to mitigate or enhance the District's position relative to energy matters.

Serves as a liaison with regulatory agencies regarding the permitting, record keeping, and testing of District energy consuming equipment.

Assists in analyzing utility rates.

Verifies that specific energy savings are achieved according to pre-determined goals.

Assists with the formulation of policies and procedures pertinent to energy and water conservation, carbon reduction measures, and District energy equipment.

Analyzes government guidelines, laws, rules, regulations, and proposed legislation or other proactive actions and makes recommendations based on such analyses.

Coordinates, plans, and schedules energy retrofit projects.

Prepares project descriptions, definitions, and specifications relative to energy retrofit projects.

Confers with consulting engineers regarding retrofit projects and analyzes project changes.

Prepares requests and justifications for bid proposals.

Compiles data; prepares charts, graphs, and reports for presentations; and makes recommendations based on findings.

Assists in developing, recommending, and prioritizing energy projects.

Arranges workshops for District staff and presents energy and water conservation and carbon reduction programs to students and school staff.

Serves as a technical specialist to the Procurement Branch relative to the evaluation and selection of products for water efficiency and carbon reduction, efficiency energy equipment and energy commodities to be purchased by the District.

May write board reports and speak at board meetings regarding carbon reduction, water and energy conservation projects and programs.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Energy Specialist assists administrators in the management of energy and water retrofit projects, analyzes District energy and water consumption, monitors conservation projects, and arranges and presents energy conservation programs.

The Senior Energy Specialist supervises and participates in the planning, development, analysis, and evaluation of energy and water conservation programs, renewable energy programs, and greenhouse gas emissions reduction programs.

The Energy Program Manager administers the District's utility budget and supervises staff involved in analyzing and monitoring energy consumption and in recommending energy conservation and cost saving programs.

## SUPERVISION

General supervision is received from the Senior Energy Specialist. Functional supervision is exercised over lower-level technical staff and contractors. Work direction may be provided to clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and methodologies of greenhouse gas emissions accounting and carbon footprint reduction.
- Principles of renewable energy generation calculations and optimization
- Energy modeling and building simulations.
- Principles related to all building systems that consume or generate energy or water, including heating, ventilation, and air-conditioning systems, as well as factors affecting energy and water consumption.
- District standards and legal provisions governing energy equipment maintenance and installation
- Local and State energy and safety regulations promulgated by agencies such as: South Coast Air Quality Management District, Los Angeles County Fire Department, and the California Environmental Protection Agency
- Methods of conducting building energy audits
- Principles of life-cycle costing and cost/benefit analysis
- Methods of estimating costs of materials and labor
- Methods of data collection, statistical analysis, and graphic presentation
- MS Office Suite (Word, PowerPoint, Excel, Access and Outlook)
- Energy accounting and management software programs
- Life cycle costing software programs
- Various District software programs including Maximo and MARS

### Ability to:

- Analyze and optimize energy usage, implement cost-saving measures, and project utility expenditures effectively.
- Prepare renewable energy generation calculations and optimization.
- Prepare life cycle cost assessments.
- Plan and implement greenhouse gas emissions accounting programs.
- Oversee multiple initiatives, prioritize tasks, and manage budgets.
- Analyze and interpret technical materials, such as architectural plans, project schedules, equipment specifications, and budget data
- Conduct meetings and make effective presentations
- Work effectively with representatives of government agencies, private contractors, facilities designers, equipment manufacturers, and District staff
- Prepare clear and concise reports and make recommendations
- Collect, analyze, and explain statistical and budgetary data

Organize and prioritize work under the pressure of multiple projects and deadlines

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, energy management, or building science, supplemented by coursework in statistics, energy management, energy auditing, building systems engineering, or cost analysis. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis, supplemented by coursework in statistics, energy management, energy auditing, building systems engineering, or cost analysis.

### Experience:

Two years of experience coordinating a program or project relating to energy or water conservation, or related areas, preferably for schools. This experience must include responsibility for data analysis, cost estimation, building systems engineering or the preparation of reports.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
2-13-25  
CC/YG