



Unified Government of Athens-Clarke County
Energy Program and Conservation Coordinator

SALARY	\$63,736.00 Annually	LOCATION	GA, GA
JOB TYPE	Full Time	JOB NUMBER	2023-2204
DEPARTMENT	Manager	DIVISION	Office of Sustainability
OPENING DATE	09/23/2023	CLOSING DATE	Continuous

Purpose & Job Related Requirements

*****This position will be posted until filled. First review of applications October 16, 2023.*****

REPORTS TO: Sustainability Officer

FLSA STATUS: Exempt - Professional

CLASSIFICATION: Non-Merit - Serves at the discretion of the Sustainability Officer/Manager.

PAY GRADE: 122

SAFETY SENSITIVE: No

Purpose of Job

This position supports the Sustainability Officer and the Sustainability Office to pursue the goals established in ACCGov's Strategic Plan, to realize the ultimate goal of transition to 100% clean and renewable energy. This transition will create a more sustainable and resilient community that protects the natural environment while still promoting sustainable economic growth, and addressing the needs of historically marginalized communities.

Job Related Requirements

Must work cooperatively with others.

May be required to work on weekends or religious holidays.

Regular and predictable attendance is required.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACCUG's safe driving policy.

Minimum Training & Experience Required to Perform Essential Job Functions

Bachelor's degree with major coursework in electrical, mechanical, environmental, or energy engineering, sustainability, sustainable design, environmental economics, environmental sciences, project management, or a sustainability-related field with 3 years of experience in energy efficiency management, renewable energy development, building management, solar management, fleet management, or closely related fields; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess a valid driver's license.

Must possess or have the ability to obtain one of the following certifications: Energy or sustainable design certification(s) from the US Green Building Council, North American Board of Certified Energy Practitioners, Association of Energy Engineers, American Society of Heating and Air-Conditioning Engineers, Building Performance Institute, Project Management, or similar professional organizations within 2 years of hire.

Preferred Training and Experience

Experience with geographic and remote sensing software (ex: ArcGIS) and Energy Management.

Experience using electronic-based survey, data collection, and GIS collection software and tools.

Experience building coalitions and partnerships with internal and external constituents.

Master's degree in sustainability, green infrastructure, environmental economics, environmental sciences, electrical, mechanical, or energy engineering, sustainability policy, or sustainability-related field.

Essential Duties, Responsibilities

This position reports to and works closely with the Sustainability Officer, and requires close cooperation and communication with other members of the Sustainability Office Team. While the following duties are normal for this job, these are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Other duties may be required and assigned. Job responsibilities include:

- **Supporting Strategic Goals:** Incorporate built and green infrastructure strategic goals into broader, community programs and initiatives to facilitate the transition to a more sustainable community.
- **Community Sustainability:** Develop strategic goals, policies, and initiatives that promote clean and renewable energy, energy efficiency, the Clean and Renewable Energy Plan and facilitate the transition to a more sustainable community.
- **ACCGov Sustainability:** Develop initiatives that help all departments and offices of ACCGov transition to being a more sustainable government.
- **Strategic Planning:** Set goals and targets for the strategic plan, including identifying industry trends; creating and implementing operational plans and budgets; developing energy management and sustainability policies, standards, and guidelines; and gaining support from stakeholders.
- **Technical Support:** Serve as subject matter expert and project manager to meet the goals and responsibilities of the strategic plan and Clean and Renewable Energy Plan.
- **Performance Metrics:** Create and monitor performance metrics for energy and sustainability initiatives, including tracking greenhouse gas reductions and energy and cost savings. This includes the use of energy management software, Portfolio Manager, ArcGIS, and other energy-related software tools.
- **Managing Community Energy Funds:** Assist the Sustainability Officer in managing the Clean Energy Fund and other energy-related policies and funds. This includes implementing activities and initiatives, tracking data and reporting on program aspects and successes.
- **Energy Team Management:** Supervise assigned staff, including interns, contract personnel, or other energy-related team members; involves assigning tasks, conducting performance evaluations, and handling other personnel-related matters.
- **Procurement and Budgeting:** Develop and manage requests for proposals and purchase orders for contract labor and equipment needed for conservation and renewable energy initiatives; contribute to annual and capital budget development; monitor revenues/expenses, purchasing, and reconcile accounts in areas of responsibility

- **Funding Acquisition:** Identify financial resources (such as grants) and secure funding for energy conservation and sustainability projects.
- **Optimizing Operations:** Collaborate with the Central Services Department and Sustainability Office to review and update operational procedures, integrate energy and sustainability initiatives into operations and maintenance, and incorporate energy conservation measures into new and renovation construction plans and projects.
- **Policy Development:** Collaborate with the Sustainability Officer, ACCGov staff, and the community to provide recommendations for energy conservation components within ordinances or policies related to energy use and sustainable building design.
- **Community Engagement:** Collaborate with the public and other organizational or business entities on community-wide initiatives to promote the Clean Energy Economy and benefit all members of the community, ultimately transitioning the community to 100% clean and renewable energy.
- **Internal and Community Partnerships:** Develop programs and initiatives, in coordination with the Sustainability Officer, to achieve ACCGov strategic goals and to build community partnerships with NGOs, nonprofits, community groups, and individuals to address energy equity issues in the community.
- **Address the Needs of Marginalized Communities:** Work with the Sustainability Officer and ACCGov departments to identify and address the needs of marginalized communities, businesses, organizations, and individuals in terms of energy burden, conservation, and sustainability goals.
- **Public Outreach:** Coordinate with the Sustainability Office team and ACC Public Information office to promote ACCgov's energy management efforts through the website and other social media channels.
- **Communication:** Develop professionally written materials, educational programs, and presentations to effectively communicate with diverse audiences.
- **Monitoring Legislation:** In coordination with the Sustainability Officer, monitor the Public Service Commission, state and federal legislation, policies, and industry trends related to energy use and evaluation how these might impact the goals, projects, and other initiatives of the Sustainability Office and ACCgov.
- **Liaison and Coordination:** Consistent with the mission and goals of the Sustainability Office, may coordinate with or serve as liaison with external boards, committees, agencies, business/industry groups, and organizations.

Knowledge, Skills, and Abilities

Technical skills and abilities:

- Knowledge of the elements of climate change, resilience, and associated trends and data collection.
- Knowledge of energy-related issues in building systems; including mechanical, electrical, plumbing, and green infrastructure systems.
- Knowledge of and skill in developing and administering energy conservation measures.
- Knowledge of and skill in applying economic research principles as they relate to energy conservation and renewable energy deployment.
- Knowledge of current trends in energy conservation and sustainable building design.
- Knowledge of renewable energy technologies, including solar photovoltaic, thermal energy, landfill gas, and cogeneration systems.
- Knowledge and experience in the use of LEED, Earth Craft, the International Green Construction Code, or similar certification guidelines, recommendations, and standards.
- Knowledge of methods used to monitor changes in policy, methods, operations, budgetary and equipment needs, etc., as they pertain to related operations and activities.
- Knowledge of common word processing, communication, program/financial analysis, planning, and reporting tools and software.
- Knowledge of basic organizational, management, human relations, and technical methodologies.
- Knowledge of related principles, practices, procedures, laws, and regulations relevant to the above.
- Skill in public speaking and the ability to communicate effectively before large groups of people.
- Skill in comprehension of construction documents, site plans, wiring diagrams, and other technical documents.
- Skill in computer software, including word processing, spreadsheet, database programs, GIS, Energy Management, and/or other software programs relevant to the position.
- Ability to learn facility and fleet management software.

- Ability to demonstrate interpersonal and communication abilities, as well as the ability to demonstrate significant poise, diplomacy, discretion, and tact involving all internal and external interactions and communications.
- Ability to plan, coordinate, and implement initiatives, programs, and projects, including all levels of logistics.
- Ability to manage multiple projects simultaneously and meet goals in a timely fashion.
- Ability to formulate goals, identify needs, and develop and implement strategies.
- Ability to work cooperatively within a team environment, requiring extensive communication skills and abilities.
- Ability to use independent judgment and discretion in managing peer and subordinate relationships including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.
- Ability to establish and maintain effective working relationships interdepartmentally, with other government agencies, and with outside organizations.
- Ability to conduct research and analyze and explain complex scientific data.

Supplemental Information

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including computer, overhead projector, camera, and copier. Must be able to use body members to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Physical demand requirements are at levels of those of light work.

DATA CONCEPTION: Requires the ability to create evaluate, analyze, apply, understand, compose, compare, contrast, evaluate, differentiate, synthesize, and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak, sign, and/or signal people to convey or exchange information, complex concepts, convey technical and research information, and decision making. Includes giving and receiving information to diverse audiences, including the public, elected officials, experts in the field, and ACCUG staff. May also include assignments and/or directions to/from co-workers and assistants as well as from supervisors.

LANGUAGE ABILITY: Requires ability to read a variety of scientific and technical reports, legislative and informational documentation, instructions, and methods and procedures. Requires the ability to prepare statements, schedules and graphs, educational/informational materials and publications, technical and scientific reports relating to the environment, notices, letters, memos and miscellaneous documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people and groups of people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn, understand, apply, analyze, evaluate, create, and synthesize information and complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; to resolve issues related to conflicting research findings, and data, and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, educational, technical or professional languages including scientific and technical/engineering terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize percentages; perform statistical calculations and calculations involving variables, polynomials, etc.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with a computer, tablets, phones, unmanned aerial vehicles (a.k.a. drones), projectors, cameras, copiers, fax, and tools commonly used in monitoring and evaluation.

MOTOR COORDINATION: May require the ability to coordinate hands, fingers, and eyes accurately in using monitoring equipment, hand tools, power tools, unmanned aerial vehicles (a.k.a. drones), computer, projectors, camera, copier, fax and equipment associated with evaluating energy systems. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as monitoring equipment, hand tools, power tools, unmanned aerial vehicles (a.k.a. drones), computer, projectors, camera, copier, fax and equipment associated with evaluating energy systems. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency and situations involving the public under a variety of challenging conditions.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone, in writing, or through electronic and other media.

ACCGov is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact Leah Jagatic, HR Coordinator, Human Resources, 762-400-6370 or leah.jagatic@accgov.com.

Agency

Unified Government of Athens-Clarke County

Address

375 Satula Avenue
Human Resources Department
Athens, Georgia, 30601

Phone

706-613-3090

Website

<http://www.accgov.com>

Energy Program and Conservation Coordinator Supplemental Questionnaire

*QUESTION 1

Which best describes your highest level of education?

- Some High School
- High School diploma or GED from an institution accredited by SACS
- Some education beyond high school
- Technical or Vocational Degree
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

*QUESTION 2

Do you have a Bachelor's degree or higher with major coursework in electrical, mechanical, environmental, or energy engineering, sustainability, environmental economics, environmental sciences, project management, or a sustainability-

related field?

- Yes
- No

***QUESTION 3**

How many years of experience do you have in energy efficiency management, renewable energy development, fleet management, budget preparation, or other closely related fields?

- None
- Less than 1 year
- At least 1 year, but less than 2 years
- At least 2 years, but less than 3 years
- At least 3 years, but less than 4 years
- At least 4 years, but less than 7 years
- At least 7 years, but less than 11 years
- 11 years or more of experience

***QUESTION 4**

Do you possess any of the following training and experience?

- None
- Geographic and remote sensing software (ex: ArcGIS)
- Electronic-based survey collection software and tools
- Data collection software and tools
- GIS collection software and tools
- Energy Management Software
- Solar Evaluation or Management Software
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Outlook
- Other

***QUESTION 5**

Do you currently possess any of the following energy or sustainable design certifications?

- No certifications
- Energy or sustainable design certification(s) from the US Green Building Council
- Energy or sustainable design certification(s) from the North American Board of Certified Energy Practitioners
- Energy or sustainable design certification(s) from the Association of Energy Engineers
- Energy or sustainable design certification(s) from the Building Performance Institute
- Project Management Certification(s)
- Other similar professional organization

***QUESTION 6**

Do you possess a valid Driver's License?

- Yes
- No

* Required Question