



**COUNTY OF RIVERSIDE  
HUMAN RESOURCES DEPARTMENT  
INVITES RESUMES FOR THE POSITION OF:**



**Facilities Energy Management  
Coordinator**

**SALARY**

\$28.64 - \$41.56 Hourly  
\$4,963.75 - \$7,203.75 Monthly  
\$59,564.96 - \$86,445.01 Annually

**THE POSITION**



**COUNTY OF RIVERSIDE  
FACILITIES MANAGEMENT**

The County of Riverside's Facilities Management Department has an exciting opportunity for a Facilities Energy Management Coordinator to join their Energy Management Division in Riverside!

The Energy Management Coordinator will report directly to the Deputy Director of Facilities Management and work closely the department's Building Automation Systems (BAS) team to implement a county-wide energy management system to help monitor building operations as it correlates with energy consumption and conservation. Other duties will include reviewing and evaluating a wide variety of energy proposals, studies, audits, specifications, and equipment as well as producing energy-related reports and helping develop energy policies for the county. The Energy Management Coordinator will act as a liaison with other county departments, outside agencies, and various private companies on issues of cost-efficient energy services and utilization. They will also represent the county at various meetings and seminars.

The department is looking for candidates with extensive knowledge of energy industry standards as they relate to illumination, indoor air quality, heat transfer, and insulation. Those with project management experience, specifically experience with Energy Service Company (ESCO) projects, are encouraged to apply!

Extremely competitive candidates will also possess:

- Certified Energy Manager (CEM) certification.
- Public Sector experience.
- Experience with reviewing utility billings and other financial documents/reports that relate to energy consumption and utilization.
- 5+ years of related experience.
- Facilities management experience.
- Understanding and practical knowledge of TITLE 24, ASHRAE, and CBC guidelines and standards.

**Meet the Team!**

Riverside County Department of Facilities Management provides property management and operations services for county owned and leased facilities throughout the 7,200 square miles of Riverside County and over 14 million square feet of space. The department is responsible for

keeping county buildings safe, comfortable and productive for both county staff and the public.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Coordinates the implementation of a countywide computerized energy management system; operates the central monitoring system; instructs staff at field locations to operate energy management equipment.
- Maintains systems software and hardware; implements revised or new software programs in existing systems; conducts, reviews and evaluates a wide variety of energy proposals, studies, audits, specifications and equipment.
- Writes and prepares a wide variety of energy-related reports and recommendations; develops recommendations in energy policies for County facilities.
- Reviews monthly utility billings to assure that the County is receiving the best possible rates.
- Advises the Division of Building Maintenance on the methods and equipment available to reduce energy consumption.
- Recommends acquisition of energy efficient equipment; researches and recommends alternate energy sources; represents the County at meetings and seminars on energy usage and economy.
- Develops recommendations for the County's utilities budget; researches and applies for grants, rebates and other funding sources for energy savings projects.

### **MINIMUM QUALIFICATIONS**

**Education:** Graduation from an accredited college or university with a Bachelor's degree in engineering, architecture, systems management, business or public administration or a closely related field. (Additional qualifying experience may be substituted for the required education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

*\*\*\*If qualifying with educational units, copies of your degree/transcripts MUST be uploaded with you application by the closing date of this posting or you will not be considered. Please see "Supplemental Information" below for complete guidelines.\*\*\**

**Experience:** Two years of experience in organizing and coordinating the implementation of energy conservation programs, operating computerized energy management hardware and software systems, or planning and controlling utilities usage for large, multi-facility organizations, preferably with county, state or city governments.

#### **Highly Desirable Qualifications Include:**

- Certified Energy Manager (CEM) certification.
- Public Sector experience.
- Experience with reviewing utility billings and other financial documents/reports that relate to energy consumption and utilization.
- 5+ years of related experience.
- Facilities management experience.
- Extensive knowledge of energy industry standards as they relate to illumination, indoor air quality, heat transfer, and insulation.

- Project management experience, specifically experience with Energy Service Company (ESCO) projects.
- Understanding and practical knowledge of TITLE 24, ASHRAE, and CBC guidelines and standards.

**Other Requirements:**

License: Possession of a valid California Driver's License is required.

Knowledge of: Building systems and nexus with maintenance operations; energy technology; energy audit practices; funding sources for energy-saving projects; mechanical and electrical engineering practices; computer applications for energy management and control systems.

Ability to: Analyze data and develop sound recommendations based on quantitative and statistical analyses; ability to articulate; advise leadership of vision, means, and method to reduce energy consumption; develop and implement conservation measures; help create a culture in the realm of efficient and proper energy usage and conservation for the present and future; design and conduct studies of energy use; develop plans for cost-savings of utilities usage; develop, plan and implement a comprehensive energy conservation policy and county-wide program; communicate effectively orally and in writing; and perform computer programming functions in support of operations.

**APPLICATION PROCESS** Read this posting for instructions on how to apply. For specific questions regarding this position, contact the recruiter. Postings may close at any time without notice.

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**REQUIRED PROBATIONARY PERIOD** - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non job-related factor.

**REASONABLE ACCOMMODATIONS** - The County of Riverside is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter for the position noted above. For additional information and/or to obtain the appropriate form for requesting a reasonable accommodation, please visit the Disability Access Office web page located at: <http://dao.rc-hr.com/>.

**SUPPLEMENTAL INFORMATION****Veterans' Preference:**

The County has a Veterans Preference Policy. Upload a copy of your (or your spouse's) Member-4 Form DD-214 (or NGB-22) indicating dates of service, and a copy of your spouse's letter of disability (if applicable) with your application by the application deadline. For privacy

reasons, it is recommended that you remove your social security information from the document(s). A Human Resources Representative will review the materials and determine if you qualify for veterans' preference.

**What's Next?**

This recruitment is open to all applicants. Applicants who are current employees of the Riverside County Facilities Management department may be considered before other applicants depending on the volume of applications received.

Qualified applicants may be considered for future vacancies.

Based on the number of applications received, this posting may close without notice. Applications received prior to the closing date will be considered based on the information submitted. Changes or alterations cannot be accepted. No late applications will be permitted. Include relevant work experience details on resume and/or application.

Applicants who fail to provide information demonstrating they possess the position requirements may not be considered further in the application process. A description of job duties directly copied from the job classification or job posting will not be considered.

**Education Requirement:**

Upload a copy of any license(s), official/unofficial transcript(s), degrees, and/or related employment documents to your NeoGov account. If your education was completed outside of the United States, you will need to provide a copy of your Foreign Education Equivalency evaluation from a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE).

APPLY ONLINE AT:  
<http://www.rc-hr.com>

FACILITIES ENERGY MANAGEMENT COORDINATOR  
Alyssa Wallace

County Admin. Center P.O. Box 1569, 4080 Lemon St., 7th floor  
Riverside, CA 92502-1569

Issue Date: 03/10/21

*Note: Riverside County does not accept paper resumes or employment applications.*

**Facilities Energy Management Coordinator Supplemental Questionnaire**

- \* 1. I acknowledge that I am required to provide proof of my degree or a copy of my transcript(s) as verification of educational units completed prior to the closing date of the job posting. (Official and unofficial transcripts will be accepted. If your education was completed outside of the United States, you will need to provide a copy of your Foreign Education Equivalency evaluation.)
  - Yes
  - No
- \* 2. Do you possess a valid California's Driver License?
  - Yes
  - No
- \* 3. Are you a current or temporary County of Riverside employee with the Facilities Management department?
  - Yes
  - No
- \* 4. How many years of experience in organizing and coordinating the implementation of energy conservation programs, operating computerized energy management hardware and software systems, or planning and controlling utilities usage for large, multi-facility organizations do you have?

- None
  - Less than 12 months
  - At least 1 year but less than 2
  - At least 2 years but less than 3
  - At least 3 years but less than 4
  - At least 4 years but less than 5
  - 5 or more years
- \* 5. What is your highest level of education from a recognized college in engineering, architecture, systems management, business or public administration or a closely related field?
- None of these
  - My education does not include the accounting specialization.
  - Less than 30 semester or 45 quarter units
  - At least 30 semester or 45 quarter units
  - At least 60 semester or 90 quarter units
  - At least 90 semester or 135 quarter units
  - At least 120 semester or 180 units
  - I have my Associates degree
  - I have my Bachelors degree
  - I have my Masters degree
  - I have my Doctorate degree
- \* 6. Are you a Certified Energy Manager (CEM)? (Please provide proof with your application by the posting closing date)
- Yes
  - No
- \* 7. How many years of experience with Energy Service Company (ESCO) projects do you have?
- None
  - Less than 12 months
  - 1 year or more, but less than 2
  - 2 years or more, but less than 3
  - 3 years or more, but less than 4
  - 4 years or more, but less than 5
  - 5 years or more, but less than 6
- \* 8. How many years of experience do you have working with TITLE 24, ASHRAE, and/or CBC guidelines and standards?
- None
  - Less than 12 months
  - 1 year or more, but less than 2
  - 2 years or more, but less than 3
  - 3 years or more, but less than 4
  - 4 years or more, but less than 5
  - 5 years or more, but less than 6
- \* Required Question