

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

Civil Service Title: Associate Staff Analyst	Level: 00
Title Code No: 12627	Salary: \$59,536.00 - \$88,649.00
Office Title: Audit Manager	Work location: 1 Centre St., N.Y.
Division/Work Unit: DEM/Office of Energy Conservation	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Associate Staff Analyst, to work within the Division of Energy Management's (DEM), Office of Energy Conservation (OEC). The candidate's duties will be to coordinate and manage the City's Energy Audits Program, which entails comprehensive analyses of City owned and operated facilities to identify energy efficiency measures and opportunities to improve buildings operations, with an eye toward saving energy and money. This position requires close attention to detail, accuracy, and patience, and also the ability to see the big picture and make recommendations. In addition to working closely with DEM's Director and Project Managers, the Energy Audit Program Manager will work with various NY City agency and facilities' representatives and the staff of the New York Power Authority's Energy Services Division. The candidate will also, in cooperation, coordination and conjunction with the Director:

- Conduct and/or coordinate energy auditing and will assess consultant's recommendations
- Work with DEM/OEC Project Managers and manage outside consultants
- Liaison with City agency representatives and others
- Assess and verify project results

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

New York City residency required within 90 days of appointment.

Essential Skills

The candidate should possess experience in implementing energy efficiency projects and programs that have delivered verified savings and particular experience in conducting and/or coordinating Energy Audits; the position requires knowledge of boiler and chiller operations and maintenance; HVAC controls; computerized building automation and energy management systems; variable air volume (VAV) distribution systems; steam and chilled water system optimization methods; and overall heating and cooling system performance. The candidate should also possess some or all of the following: Certified Energy Manager (CEM); knowledge of and experience in working with ASHRAE Procedures for Commercial Building Energy Audits; minimum five (5) years experience in analyzing HVAC equipment operations and specifying equipment upgrades to improve energy efficiency and system performance; Bachelor of Science in Mechanical Engineering preferred, with a major emphasis in HVAC operations.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006326. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 09/14/2009

Post Until: 12/14/2009

JVN: 868-2010-006326

The City of New York is an Equal Opportunity Employer.