

**City of New York  
DEPARTMENT OF SANITATION  
Job Vacancy Notice**

<b>Civil Service Title: ADMINISTRATIVE SUPERVISOR OF BUILDING MAINTENANCE</b>	<b>Level: M1</b>
<b>Title Code No: 10035</b>	<b>Salary: \$49,492 – \$85,000</b>
<b>Office Title: Facility Energy Manager</b>	<b>Work location: 52-35 58th St., Woodside, NY</b>
<b>Division/Work Unit: Bureau of Building Maintenance</b>	<b>Number of Positions: 1</b>

**Hours/Shift: Day Tour**

**Job Description**

The Facilities Energy Manager, reporting to the Director of Building Maintenance will have the overall responsibility for the development and management of the Agency energy management program that will assist the City to achieve its energy and greenhouse gas emissions reduction goal of 30 percent by 2017; the coordination with the Department of Citywide Administrative Services' Division of Energy Management (DCAS DEM) to reduce energy and greenhouse gas emissions through improved operations and maintenance (O&M) practices at each of the agency's facilities; and coordination with DCAS, agency management, Energy Liaison Officers (ELO) and individual facilities to compile and analyze data for program development and performance measurements.

The Facilities Energy Manager would play a major role in DSNY's plan for energy management. Specifically, but not exclusively:

- Set goals, develop measurement metrics, track progress and recommend areas of improvement for energy efficient operation and energy reduction.
- Develop and oversees an agency-wide energy management program in coordination with the Department of Citywide Administrative Services (DCAS) of Energy Management (DEM). The program should cover including operations improvement, preventive maintenance procedures and information management.
- Implementing building operations best practices related to improving operations, preventive/predictive maintenance procedures and information management to reduce greenhouse gas emission and energy use.
- Develops and implements citywide procedures to ensure agency specific fiscal accountability for energy consumption.
- Analyze energy bills including utility rates and tariffs to gather historical energy usage data using EC3 and work closely with DEM to correct any incorrect account information and estimated billings. Provide monthly reports on energy trends that identify opportunities and anomalies.
- Recommend energy efficiency measures that will reduce energy consumption and greenhouse gas emissions for funding by DEM. Track all expenditures and submit invoices to DEM on a monthly basis.

**Qualification Requirements**

1. Eight years of full-time experience in construction, repair, alteration and/or rehabilitation of multiple dwellings, commercial, industrial or public buildings in the capacity of general contractor, superintendent of construction, procurement specialist, evaluator responsible for cost estimation, or as a field supervisor or as an inspector, at least 18 months of which must have been in a supervisory or administrative capacity involving responsibility for a large number of buildings; or
2. Education and/or experience which is equivalent to "1" above. Education in an accredited college leading toward a baccalaureate degree in engineering, architecture, engineering technology or a closely related field will be accepted on a year-for-year basis up to a maximum of four years. However, all candidates must possess at least 18 months of the specialized supervisory or administrative experience described in "1" above.

**Preferred Skills**

- At least five years of experience in facility operations and maintenance, energy management or mechanical systems construction.
- Bachelor's degree in mechanical engineering, engineering technology, or related field with emphasis on facilities management.
- Knowledge of Lighting and Temperature Control Systems, Building Automation Systems, HVAC equipment, electrical distribution systems and energy management program development.
- Strong organizational, communication, and interpersonal skills. Ability to manage budget and personnel.
- Certified Energy Manager preferred. Experience with training preferred.
- NYS Motor Vehicle Driver's License.

**TO APPLY:**

**Must apply via [www.nyc.gov/careers](http://www.nyc.gov/careers) or city employees apply via Employee Services.**

<b>Post Date: 6/30/14</b>	<b>Post Until: 7/13/14</b>	<b>JVN: 827-2014-151335</b>
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