

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 180486**

Civil Service Title: Administrative Supervisor of Building Maintenance
Title Code No: 10035
Office Title: Energy Manager

Level: MI
Salary: \$85,000 - \$95,000
Work Location: Randall's Island
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under direction of the Assistant Commissioner of Citywide Services, and in conjunction with the Department of Citywide Administrative Services (DCAS), develop and oversee the agency-wide Operations and Maintenance (O&M) program designed to help the City achieve its greenhouse gas emissions reduction goal.
- Work closely with DCAS Department of Energy Management (DEM) program, Agency Energy Liaison Officer (ELO) and individual facilities to compile and analyze data for program development and performance measurements.
- Conduct site visits to identify and catalog existing agency assets and implement building operations best practices to reduce energy use.
- Supervise and meet regularly with Sustainability staff to review reports and monitor projects.
- In conjunction with ELO, analyze energy bills to gather historical data using EC3, and work closely with DEM to correct billing errors.
- Oversee energy awareness and building operators training for agency staff in coordination with Parks Academy and DCAS.
- Coordinate with DCAS DEM and agency senior staff to develop agency measurement metrics and reports to ensure compliance with citywide goals, auditing requirements and operational protocols and standards. Track progress and recommend areas of improvement for energy efficient operation and energy reduction.
- Recommend energy efficiency projects eligible for funding from DEM and other sources that support greenhouse gas emissions.
- Work with Director of Facilities and Capital division to develop a standard building management system (BMS) for the Agency to implement in large and newly reconstructed facilities.
- Collaborate with Capital Engineering staff to integrate energy efficient HVAC, boiler and lighting systems into new construction and retrofit projects.
- Assist the Preventative Maintenance Team, Borough Supervisors of Mechanics, Stationary Engineers and maintenance staff in evaluating HVAC, energy equipment and staffing needs to ensure effectiveness and operational efficiency.
- Provide monthly reports on energy trends that identify opportunities and anomalies. Disseminate information about Energy Conservation projects and initiatives to Parks staff on a regular basis.
- Review and recommend equipment purchases to ensure energy efficiency when replacing obsolete or inoperable equipment.

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.

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. At least five years of experience in energy management, sustainability management, or facility operations and maintenance.
2. Knowledge of Lighting and Temperature Control Systems, Building Automation Systems, HVAC equipment, electrical distribution systems and energy management program development.
3. Ability to manage a budget and personnel. Experience with training staff. Strong communication and interpersonal skills.
4. Proficiency in Microsoft software applications including Excel.
5. Certified Energy Manager.
6. Driver license valid in New York State.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 180486**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 180486**

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AND
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www.nyc.gov/parks**

POST DATE: 01/09/15	POST UNTIL: 01/30/15	Job ID#: 180486
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NOTE: All resumes must be received no later than the last day of the posting period.