



DEPT OF HEALTH/MENTAL HYGIENE  
Job Posting Notice

**Health**

**Job ID:** 183221 **# of Positions:** 1  
**Business Title:** Agency's Energy Manager, Bureau of Facilities Planning and Administrative Services  
**Civil Service Title:** ADMINISTRATIVE SUPERVISOR OF B  
**Job Category:**  
**Career Level:** Experienced (non-manager)  
**Title Code No:** 10035 **Level:** M1  
**Proposed Salary Range:** \$ 49,492.00 - \$ 85,000.00 (Annual)  
**Work Location:** 42-09 28th Street  
**Division/Work Unit:** Architecture Eng-Phw

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**Job Description**

The New York City Department of Health and Mental Hygiene (DOHMH), a recognized leader and innovator in public health and mental hygiene services seeks a dynamic, highly skilled Administrative Supervisor of Building Maintenance to serve in the capacity of Energy Manager in conjunction with the Department of Citywide Administrative Services (DCAS). The Energy Manager will have overall responsibility for the development and management of Agency's energy management program that will assist the City to achieve its energy and greenhouse gas emissions reduction goal of 30 percent by 2017.

The Energy Manager will coordinate with DCAS Energy Management (DEM) to reduce energy and greenhouse gas emissions through improved operations and maintenance (O&M) practices at each department facility. The Energy Manager will work with DCAS, Agency management, Energy Liaison Officer (ELO) and individual facilities to compile and analyze data for program development and performance measurements.

- Set goals, develop measurements metrics, track progress and recommend areas of improvement for energy efficient operation and energy reduction.
- Develop and oversee an agency-wide energy management program in coordination with the Department of Citywide Administrative Services (DCAS) of Energy Management (DEM). The program should cover a wide variety of areas including operations improvement, preventative maintenance procedures and information management.
- Develop and implement citywide procedures to ensure agency specific fiscal accountability for energy consumption.
- Develop and implement monthly agency-wide energy information distribution and accountability processes and protocols (positive feedback required at negative thresholds).

- Oversee the computation and monthly billing of energy consumption citywide for agency.
- Ensure efficient energy consumption by directing energy audits, including site inspections.
- Direct energy conservation research, including the study of new technologies, products and equipment.
- Participate with corporate and industry groups in developing new materials and equipment to conserve energy.
- Initiate test procedures to evaluate the effectiveness and cost-efficiency of energy conservation equipment.
- Study the feasibility of installing/applying such devices and systems to facilities.
- Collaborate to implement and evaluate various new technology pilot programs that involve in-house trades (where possible) to ensure practical feasibility and continuity.
- Identify and catalogs existing agency assets.
- Work with Agency procurement staff to ensure equipment and accessories are energy compliant and no-redundant (where applicable). Additionally, work to minimize proprietary (sole source) equipment and technology (where applicable).
- 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.

#### **Minimum Qual 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**

- Certified Energy Manager
- Experience with Training
- Knowledge of Lighting and Temperature Control Systems, Building Automation Systems, HVAC equipment, electrical distribution systems and energy management program development.
- Ability to manage budget and personnel
- Strong organizational, communication, and interpersonal skills

#### **To Apply**

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number #183221.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

#### **Work Location**

42-09 28th Street, Queens, NY, 11101

**Residency Requirement**

New York City Residency is not required for this position

**POSTING DATE:**

02/04/2015

**POST UNTIL:** 03/06/2015