

ADMINISTRATIVE ENERGY CONSERVATION SPECIALIST
(NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

This is a management class of positions with various levels of responsibility encompassing the technical work that is necessary to support energy generation and conservation activities and the execution of energy generation and conservation projects. All personnel perform related work.

Under general direction, performs tasks such as the following:

Oversees plan review for energy generation or conservation projects to ensure compliance with energy-related and/or construction codes, rules, laws, plans or specifications.

Oversees inspections for energy generation or conservation projects to ensure compliance with energy-related and/or construction codes, rules, laws, and approved plans and specifications.

Explains and enforces compliance with all energy-related codes, rules, and laws.

Manages development, implementation, commissioning, and measurement and verification of energy generation or conservation projects.

Leads efforts to deliver energy generation or conservation projects to meet energy efficiency and carbon reduction goals.

Serves as a subject matter expert regarding energy generation or conservation issues.

Under executive direction, oversees a major design division or field division.

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Qualification Requirements

- 1) A baccalaureate degree from an accredited college or university in architecture or architectural technology; biology; building science; chemistry; construction management; energy management; engineering or engineering technology; environmental science; facilities management; physics; or a related field, and four (4) years of satisfactory, full-time experience in energy generation or conservation work such as planning, developing, implementing, inspecting, analyzing, testing, and verifying interventions at facilities to generate clean energy or reduce energy usage, one (1) year of which must have been in an administrative, managerial, or executive capacity; or
- 2) An associate degree or sixty (60) semester credits in any of the disciplines described in "1" above from an accredited college or university, and six (6) years of satisfactory full-time experience as described in "1" above including one (1) year in an administrative, managerial, or executive capacity; or
- 3) A four (4) year high school diploma or its educational equivalent and eight (8) years of experience as described in "1" above, including one (1) year in an administrative, managerial, or executive capacity.
- 4) Education and experience which is equivalent to "1," "2," or "3" above. However, all candidates must have one (1) year of experience in an administrative, managerial, or executive capacity as described in "1" above. Education and experience will be credited as follows:
 - a) One (1) year of experience, up to a maximum of four (4) years, will be credited for each year of experience in one or more of the following:
 - i) Journey-level experience in one or more of the skilled building trades; or
 - ii) Full-time experience in the construction, repair, alteration, and/or rehabilitation of buildings in the capacity of general contractor, superintendent of construction, procurement specialist, or evaluator responsible for cost estimation; or
 - iii) Full-time building construction management experience; or
 - iv) Full-time experience in construction field supervision or inspection.

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Qualification Requirements (continued)

b) Education will be credited as follows:

- i) One (1) year of experience will be credited for every 30 semester credits leading to a baccalaureate degree or associate degree in any of the disciplines described in “1” above, or a related field, up to a maximum of four (4) years.
- ii) A master’s degree in any of the disciplines described in “1” above, or a related field, will be credited for one (1) year of acceptable experience.
- iii) A license as a Professional Engineer or Registered Architect issued pursuant to the New York State Education Law will be credited for four (4) years of acceptable experience.

License Requirement

A Motor Vehicle Driver License valid in the State of New York may be required for certain assignments. This license must be maintained for the duration of the assignment.

Special Note

Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) and licenses.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Administrative Energy Conservation Specialist (10043)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.