

ENERGY CONSERVATION SPECIALIST (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

This class of positions encompasses the technical work that is necessary to support energy generation and conservation activities and the development and implementation of energy generation and conservation projects. It includes technical work of varying degrees of difficulty and responsibility. There are four (4) assignment levels within this class of positions. All personnel perform related work.

Assignment Level I

Under close supervision, performs technical work that is necessary to ensure compliance with energy-related codes, laws, and rules, and supports the development and implementation of energy generation or conservation projects. This assignment level encompasses trainee-level inspection, technical research, and project support duties.

Examples of Typical Tasks

Receives training in and assists with reading design and equipment plans and specifications to understand the scope of work and determine conformity with energy-related codes, rules, and laws, and approved plans or specifications.

Receives training in and assists with conducting and reviewing energy audits.

Receives training in and assists with conducting research on energy generation or conservation issues, including researching applicable codes, regulations, rules, and laws.

Receives training in and assists with the development and implementation of energy generation or conservation projects, including design. Receives training in and assists with evaluating project outcomes, including data analysis.

Maintains records, including technical records, and prepares and files reports.

May operate a motor vehicle.

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Assignment Level II

Under general supervision, in addition to performing the duties of Assignment Level I, performs technical work that is necessary to ensure compliance with energy-related codes, rules, and laws, and support the development and implementation of energy generation or conservation projects; may supervise subordinate employees.

Examples of Typical Tasks

Performs field review of energy generation or conservation projects to ensure compliance with energy-related codes, rules, and laws, and approved plans and specifications.

Conducts and reviews energy audits.

Conducts research on energy generation or conservation issues.

Assists with developing and implementing energy generation or conservation projects, including the identification of funding mechanisms, and the development of scopes and timelines.

Assists with the examination and review of design plans for conformity with energy-related codes, rules, and laws, and approved plans and specifications.

Assignment Level III

Under direction, in addition to performing the duties of Assignment Level II, performs technical work that is necessary to ensure compliance with energy-related codes, rules, and laws and develops and implements energy generation or conservation projects. This assignment level encompasses energy plan examination, quality control review of inspections and reports, and development and implementation of energy generation or conservation projects. Supervises and trains subordinate employees.

Examples of Typical Tasks

Performs technical plan examination work related to energy generation or conservation projects.

Examines and reviews design plans for conformity with energy-related codes, rules, and laws, and approved plans and specifications.

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Assignment Level III (continued)

Examples of Typical Tasks (continued)

Conducts quality control reviews of energy generation or conservation-related inspections and submitted reports.

Prepares recommendations regarding the approval of energy generation or conservation-related applications and the issuance of permits for building construction.

Develops and implements energy generation or conservation projects to meet energy efficiency and carbon reduction goals, including managing design and construction.

Performs commissioning and measurement and verification of energy generation or conservation projects.

Serves as a technical subject matter expert, including preparing technical training resources related to energy generation or conservation projects and energy-related code, rule, and law compliance.

Supervises and trains subordinates.

Assignment Level IV

When necessary, performs the duties described under Assignment Levels I, II or III, provided these do not represent the majority of job responsibility over an extended period of time.

Under general direction, performs technical work that is necessary to ensure compliance with the energy-related codes, rules, and laws, and develops and implements energy generation or conservation projects. This assignment level encompasses supervision of energy plan examination, quality control and audits of inspections, the performance of complex specialized technical work, and the development and implementation of complex energy generation or conservation projects.

Develops and implements complex energy generation or conservation projects to meet energy efficiency and carbon reduction goals, including managing design and construction.

Directs or conducts research on complex energy generation or conservation issues, including reviewing proposed changes to energy-related codes, laws, rules, standards, and specifications.

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Assignment Level IV (continued)

Examples of Typical Tasks (continued)

Directs a team or unit responsible for plan examination, or quality control and audits of inspections for conformity with energy-related codes, rules, and laws.

Serves as project or team leader for complex energy generation or conservation projects.

Supervises and trains subordinates.

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, engineering technology; environmental science; facilities management; physics; or a related field; or
2. Completion of an apprentice program, a minimum of two (2) years in length, in a construction trade with an emphasis on energy efficiency for buildings and two (2) years of satisfactory, full-time experience in energy generation or conservation work such as planning, developing, implementing, inspecting, analyzing, testing, and verifying interventions to generate clean energy or reduce energy usage; or
3. 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 to generate clean energy or reduce energy usage; or
4. Education and/or experience equivalent to “1,” “2,” or “3” above. One (1) year of acceptable experience will be credited for every 30 semester credits of undergraduate education in any of the fields described in “1” above. One (1) year of acceptable experience will be credited for a master’s degree in any of the fields described in “1” above.

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Qualification Requirements (continued)

Special Note

To be eligible for placement in Assignment Level II, candidates other than Professional Engineers or Registered Architects must have either:

- a) A Bachelor of Architecture degree that is the first professional degree in architecture from an accredited college; or
- b) A baccalaureate degree from an accredited college or university and a master's degree in building science, energy management, or engineering from an accredited college or university; or
- c) After meeting the minimum qualification requirements, a master's degree in any of the fields described in "1" above.
- d) After meeting the minimum qualification requirements, one (1) additional year of experience as described in "4" above; or

To be eligible for placement in Assignment Level III, candidates other than Professional Engineers or Registered Architects must have, after meeting the requirements for Assignment Level II, one (1) additional year of experience as described in "3" above.

To be eligible for placement in Assignment Level IV, candidates must have either:

- a) A license as a Professional Engineer or Registered Architect issued pursuant to the New York State Education Law and at least one year of experience as described in "3" above as a major contributor or a project leader on a complex project requiring additional and specific expertise in the necessary disciplines as described in "1" above; or
- b) In addition to meeting the requirements for Assignment Level III, one (1) additional year of experience in a supervisory capacity, or as a major contributor or a project leader on a complex project requiring additional and specific expertise in the necessary disciplines as described in "1" above.

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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 “Energy Conservation Specialist (22430)” 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.