## Energy Management System Coordinator

**Class Concept:** Full performance level in energy management technology and building energy systems under the direction of an energy manager, requiring considerable knowledge of energy management, engineering, and construction management, in order to assist the energy manager and facilities management staff in the following job duties. Performs the material and substantial duties of the classification more than 50% of the time.

### Rank 1

**EMCS (Energy Management & Control System) Operation:** Assists in the operation, maintenance, upgrades, and monitoring of the EMCS (energy management and control systems) for County facilities, monitors daily the EMCS to ensure proper operation for comfort and energy savings, helps to prepare contract renewals, helps to ensure invoices are billed properly and paid promptly, works with building maintenance personnel to increase system knowledge and operational efficiency, suggests improvements to control sequences. **Mechanical & Electrical Systems Commissioning:** Assists the Energy Manager in the process of commissioning County facilities to ensure proper operation for comfort and to reduce mechanical and electrical systems operating costs, Identifies equipment in need of replacement or calibration, identifies operational problems and suggests solutions, recommends departmental energy-saving operating and maintenance procedures, responds to employee concerns regarding lighting and comfort level, obtains the cooperation of County employees as changes are made to improve energy efficiency in their work environment.  

(Performs Related Duties As Required)

### Major Worker Characteristics

Knowledge of 1 (budgeting), 4 (accounting), 5 (management), 9a (supervision—functional), 10 (safety practices), 11a (public relations), 11b (human relations), 13 (office practices and procedures), 14 (government structure and process), 18 (engineering-mechanical, energy management technology, energy conservation techniques, energy audits, building system operation and maintenance), 22 (electronic data processing - database and reports).  

Skill in 29 (equipment operation – personal computers, energy auditing instruments).  

Ability to 30c (carry out detailed but basic written or oral instruction), 30h (apply principles to solve practical, everyday problems), 30j (interpret variety of instruction in written, oral, picture, or schedule form), 30k (understand practical field of study (e.g., energy management)), 30l (define problems, collect data, establish facts & draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals, & manuals), 30p (deal with non-verbal symbols in formulas, equations or graphs), 31d (calculate fractions, decimals, & percentages), 31g (use statistical analysis), 32i (complete routine forms), 32l (write routine business letters reflecting standard procedures), 32n (understand manuals & verbal instructions, technical in nature), 32o (prepare meaningful, concise & accurate reports), 32p (proofread technical materials, recognize errors & make corrections), 34c (cooperate with co-workers on group projects), 34d (answer routine telephone inquiries from the public), 34f (handle sensitive inquiries from & contacts with officials & general public), 35d (demonstrate ability to read maps, sketches, and blueprints).  

(Developed After Employment)

### Minimum Class Requirements

Completion of associate degree core course work in HVAC Technology, Energy Management Technology, or a related field, and minimum 2 years related experience in energy management, HVAC, electrical, lighting or other related fields. Must have current valid Ohio driver's license with acceptable driving record.
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<th>RANK</th>
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<td>2</td>
<td><strong>Utility Bill Tracking, Analysis, &amp; Reporting:</strong> Establishes and maintains procedures to record energy consumption and costs for each County Building by functional area consistent with cost accountability, maintains computerized databases and prepares analysis to illustrate trends and make comparisons, prepares and distributes energy use reports, conducts periodic review of utility rates and rate structures, identifies energy management needs relevant to the County’s operations, develops and recommends energy management measures to reduce the County’s energy use and cost. <strong>Energy Construction Project Management:</strong> Assists the Energy Manager and other Facilities Management staff in directing the completion of selected prioritized energy conservation retrofit measures within the established budget, which includes the selection of professional engineering consultants to prepare plans and specifications for retrofit work, evaluates draft specifications, confirms calculations and technical assumptions, reviews designs for remodeling, retrofit, and new construction, and provides general project management for the successful completion of the energy projects. <strong>Public Relations &amp; Outreach:</strong> Keeps informed on current energy management technologies and applications, assists the Energy Manager in maintaining a public relations program to provide energy management information to County residents and businesses so they may adopt objectives and practices established by the County’s programs, coordinates County activities with State and Federal agencies, and technical organizations, to exchange information and identify measures which would be of benefit to the County. (Performs Related Duties As Required)</td>
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**UNUSUAL WORKING CONDITIONS:**

**MINIMUM CLASS REQUIREMENTS:** (Including License, If Any) - OR alternative, equivalent evidence of the Minimum Class Requirements may be substituted for experience required but not for mandated licensure/registration. (Other Evidences May Be Substituted)

**TRAINING & DEVELOPMENT:**