

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1206 **TITLE:** ENERGY COORDINATOR **GRADE:** S-30

DEFINITION:

Under general direction, formulates, plans, and coordinates energy efficiency and conservation policy, programs, and initiatives for Fairfax County.

DISTINGUISHING CHARACTERISTICS:

This is a single-incumbent class.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Develops plans, policies, and new programs to implement and achieve improved energy efficiency and conservation;

Supports the development of proposed energy legislation, along with supporting budget and other documentation relating to its impacts on the County's policy and operations;

Reviews existing County ordinances to ensure conformity to proposed and existing state legislation or regulation;

Coordinates with code officials and design professionals to revise, modify, and update building codes to encourage energy efficiency;

Administers multi-county agency efforts to implement energy efficiency and conservation;

Oversees and assures that all County agencies are implementing their respective tasks;

Participates in and directs studies, research, tests, and evaluations of new energy efficiency approaches, measures, practices, and equipment;

Develops new and innovative goals, policies, and objectives in response to arising energy concerns and issues in the County;

Sets countywide energy conservation goals;

Researches technology, funding opportunities and makes recommendations for the use of alternative energy sources (wind power, solar, methane, etc);

Represents the County on energy advisory committees and task forces;

Develops and oversees public education and outreach programs;

Plans and directs energy efficiency monitoring and reporting;

Oversees Energy Management Program budget preparation and responsibilities;

Supervises program staff, interns, or contractual agreements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of the principles, theory and practice of architectural, mechanical, electrical and energy management aspects of capital renewal projects;

Knowledge of the principles, theory and practices essential to the control and reduction of energy consumption;

Knowledge of local, state, and Federal regulation and legislation applicable to energy efficiency, as well as a working understanding of legislative processes in developing energy policy and regulations;

Knowledge of information sources in energy efficiency and related environmental programs;

Knowledge of computer applications and software (such as CAD) associated with the Preparation of plans and engineering computations;

Knowledge of common methods and equipment used in engineering design and construction;

Knowledge of Virginia Uniform Statewide Building Code and the codes and ordinances which apply to energy management in Fairfax County;

Knowledge of energy efficiency testing methods and standards;

Knowledge of heating, ventilating, and air conditioning (HVAC) design and building control systems;

Knowledge of federal, state and local legislation and regulations for energy efficiency, conservation and renewable energy;

Knowledge of energy efficient designs and renewable energy technologies, and their applications;

Ability to analyze legislation, regulations and policies to determine their impact on county residents, businesses and on County government operations;

Ability to formulate policy recommendations regarding complex changes or technological developments in energy efficiency, conservation and renewable energy;

Ability to develop and provide clear presentations regarding specific projects/programs and County policies and operations before industry, elected officials and community groups;

Ability to coordinate long-term, complex project plans;

Ability to plan, coordinate and oversee the work of team(s), subordinates and diverse Professional and sub-professional engineering staff;

Ability to communicate and interact effectively with the public, senior County staff and the Fairfax County Board of Supervisors.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in civil or mechanical engineering, environmental science, physics or earth science or business administration ; PLUS six years of progressively responsible experience in the mechanical, electrical or energy engineering field.

NECESSARY SPECIAL REQUIREMENTS:

Current registration as a Certified Energy Manager.

REVISED: December 18, 2011
ESTABLISHED: May 28, 2008