

UTILITY CONSERVATION ANALYST

DEFINITION

To perform professional and technical duties involving the planning, organizing, and coordinating of activities and programs related to energy conservation, water conservation, greenhouse gas reduction programs, state regulatory requirements related to the environment, and other related customer service programs; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Utility Conservation Analyst class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, and coordinate activities and programs related to energy conservation, water conservation, greenhouse gas reduction programs, state environmental regulatory requirements, and other customer service programs.

Develop and manage energy and water conserving device retrofit and incentive programs; determine the cost-effectiveness of various energy and water conservation programs and techniques for the customer and the utility.

Represent the division, department and City regarding energy and water conservation issues before the assorted governmental agencies, other energy suppliers, chambers of commerce, apartment and homeowners associations, and community groups and organizations.

Set up displays, workshops, classes, and/or conservation presentations; develop and implement public information programs concerning energy conservation, including press releases, newsletters, flyers, bill stuffers and other forms of information; participate in outside community and professional groups and committees, providing technical assistance as necessary.

Perform and/or organize residential energy efficiency and water conservation audits and verification inspections; field customer comments and questions regarding energy and water usage and bill calculations.

Coordinate energy and water conservation efforts of other departments of the City; use computer programs to analyze and present information to staff and customers.

Oversee local, state, and federal regulatory compliance activities related to area of assignment.

Research, prepare, and present technical and administrative reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office equipment and software including word processing, spreadsheet, web browser and presentation programs.

Principles and practices of energy efficiency, water conservation, and GHG reduction programs including the use of common utility benefit/cost ratio tests.

Electric and water rate structures and bill calculations.

Common electrical and water terms, units, and formulas.

Common energy and water saving technologies.

Principles and practices of lighting, weatherization, waste heat recovery, indoor climate control, indoor water conservation, drought tolerant plantings, and grey water.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

General building construction, components, and codes related to Title 24, the California Green Code and State and Federal appliance efficiency standards.

Principles and practices of research analysis and management.

Principles and practices of work safety.

Ability to:

Independently plan, organize, and coordinate activities and programs related to energy conservation, water conservation, greenhouse gas reduction programs, state regulatory requirements related to the environment, and other customer service programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit or stand at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Speak one-on-one and in front of groups of various sizes.

Write, organize, and effectively present informational material for public distribution using common computer applications and social media.

Effectively handle multiple priorities, organize workload and meet deadlines.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City and department policies, procedures, rules, and regulations.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software and have high proficiency with windows-based word processing, spreadsheet, web browser and presentation programs.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible conservation program management, environmental program, or program coordination experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in environmental studies, public relations, business or public administration or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of or ability to obtain Level II Water Use Efficiency Practitioner certificate issued by the American Water Works Association (AWWA) or Irrigation Auditing certificate issued by the Irrigation Association or American Public Power Association Energy Efficiency Management certification is desirable.