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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : ENERGY SPECIALIST
Code: 130088 JEI
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GENERAL STATEMENT OF DUTIES

Performs energy conservation surveys for the purpose of effecting fuel economies, conservation, and efficient methods of energy control and consumption; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position is technical and requires the ability to apply established energy conservation techniques and procedures in the inspection, monitoring, and evaluation of buildings operations, design, lighting, and heating/cooling systems, as they relate to energy use and conservation.

TYPICAL DUTIES

1. Inspects heating, cooling, ventilating, and lighting systems of BOCES buildings and those of other agencies.
2. Makes reports on field surveys concerning the fuel consumption efficiencies of various building facilities, their systems, operations and maintenance.
3. Monitors and regulates fuel storage and supply.
4. Reviews and recommends appropriate action regarding requisitions for fuel supplies and related energy/conservation equipment.
5. Oversees activities incidental to emergency fuel distribution and storage.
6. Charts and graphs statistical data pertaining to energy demand, use and savings.
7. Participates in Energy Resources Conservation Training Programs, seminars and meetings.
8. Assists in conducting building analysis with respect to identifying architectural barriers to the handicapped, making recommendations for their removal, and preparing cost estimates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the principles and practices of energy conservation.
2. Knowledge of modern heating, ventilation, lighting, and cooling technology, equipment, and materials.
3. Knowledge of statistical methods and procedures.
4. Ability to perform independently field projects, studies, and surveys.
5. Ability to conduct building analysis with respect to identifying architectural barriers to the handicapped.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university with course work in engineering, statistics, and/or a subject which includes the use of research methods and techniques or the collection, classification, and presentation of statistical information.

NOTE: Satisfactory experience in energy related investigative work may be substituted for the college education on a year-for-year basis up to a maximum of four years.

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