

Applicant View of Posting

Posting Number	1720P
Position Title	Energy Services Supervisor/Commercial
Department	City Utilities
Job Code	04513
FLSA Status	Exempt
Union Code/Affiliation	Unrepresented
Division	UTILITY SERVICES
Job Description Summary	Provide comprehensive program management of residential and/or commercial energy efficiency programs and budgets while providing engineering and technical assistance for customers to increase customer awareness and encourage reduction of electric usage to benefit the utility.
Essential Job Functions	<ul style="list-style-type: none"> ● Supervise and support the successful development and implementation of energy efficiency and renewable energy programs. ● Supervise and coordinate the efforts of staff, contractors, and vendors to identify the scope of work needed to increase customer participation in energy efficiency. ● Develop and oversee implementation of strategies and plans for programs to meet program goals. Verify and evaluate energy savings and program strategies; adjust strategies as necessary. ● Monitor quality assurance of all work by reviewing staff performance, energy audit reports, energy efficiency rebates, and customer feedback. ● Supervise, mentor, and evaluate staff, monitor job performance and administration of departmental policies, oversee daily operations, and approve schedules and time sheets. ● Provide technical assistance to customers to help them understand how each program will assist in controlling energy usage and cost.
Ancillary Job Functions	<ul style="list-style-type: none"> ● Research and develop new energy efficiency programs to encourage changes in electric usage by end users. Collaborate and coordinate with others to develop future programs, and keep informed of relevant new technology. ● Collaborate with Department of Energy, Environmental Protection Agency, and other government agencies to create metrics, evaluation, measurement, and verification for energy efficiency programs. ● Perform other related duties as assigned.

<p>Education and Experience - An equivalent combination of education, training and experience will be considered</p>	<ul style="list-style-type: none"> ● Bachelor's degree in Mechanical Engineering, Electrical Engineering, Utility Administration, or Energy Management. ● Minimum of three years relevant experience. ● Supervisory or lead experience preferred. ● BPI Building Analyst, Level 1 Thermographer and/or Certified Energy Auditor. ● Must possess and maintain a valid driver's license.
<p>Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position</p>	<ul style="list-style-type: none"> ● Proficiency in the operation of test equipment used to evaluate electrical, lighting, and HVAC systems. ● Knowledge of energy usage for various equipment and ability to evaluate cost, savings, and payback of energy conservation measures. ● Proficiency in the use of standard office computer programs, such as Microsoft Word, PowerPoint, and Excel, as well as programs used for data logging equipment and building energy modeling software. ● Ability to operate office machines, such as photocopier, scanner, and telephone. ● Excellent public speaking and writing skills. ● Thorough knowledge of building science, thermodynamics, and energy movement. ● Budget management skills. ● Strong program development, project planning/implementation, and contract administration skills. ● Knowledge of effective supervisory practices and techniques. ● Ability to assign work, train, counsel, and supervise employees. ● Ability to maintain accurate records and prepare reports. ● Ability to prioritize and multitask effectively. ● Ability to establish and maintain effective working relationships with other employees, governmental agencies, and the general public.
<p>Work Environment - Environmental or atmospheric conditions commonly associated with the performance</p>	<p>?May be exposed to wet/humid conditions, inclement outdoor weather, mechanical oils, loud noise levels, or risk of electrical shock.</p> <p>?May be required to work in confined spaces or high/dangerous places.</p>

of the functions of this job	
Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions	<ul style="list-style-type: none"> ●Regularly required to talk and listen. ●Must be able to feel attributes of objects, grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, and climb/balance. ●Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer. ●Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. ●May be required to lift 100 or more pounds. ●Regular attendance is a necessary and essential function.
Hours/Days	8:00 am- 5:00 pm (Monday - Friday)
Supervision Exercised	Direct supervision may be exercised over the following classifications: Energy Management Specialist Energy Technician
Starting Salary	\$23.450/hr - \$29.313/hr; minimum to midpoint
Pay Grade	D8
Number of Positions Available	1
Deadline to Apply	05/13/2019
Open Until Filled	No
Special Instructions to Applicants	
Notice to Applicants	Individuals needing accommodation to apply may call 573.874.7235 TTY: 711 (MO RELAY) THE CITY OF COLUMBIA IS

A MERIT, AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER: MALE / FEMALE

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

The City of Columbia participates in the federal [E-Verify work authorization program](#)