Alameda County
General Services Agency

invites your application for

Energy Project Manager

Apply Today!

www.jobaps.com/alameda

Tentative Selection Schedule:
Application & Supplemental Questionnaire
to be submitted:
November 3, 2011
Panel Interviews to be conducted:
December 13, 2011
ABOUT THE POSITION

Alameda County General Services Agency is searching for an experienced Energy Project Manager to join its award winning and nationally recognized Energy Program team. This position will help to identify and implement energy and water-saving projects which involve energy and water efficiency technologies, renewable and distributed generation systems and demand response. The Energy Project Manager is responsible for managing utility audits and examining mechanical, electrical and building automation systems to ensure energy and water efficiency in County facilities. The Energy Project Manager also manages, coordinates, and administers the work of consultants and contractors.

The Energy Project Manager may perform the following duties:

- Tracks, analyzes and monitors consumption and costs for County utility accounts; reconciles billing and usage irregularities; maintains records in the County’s Utility Management System; and ensures that the electric rate schedule is the most cost effective for each County facility.
- Manages and conducts energy audits of County buildings and properties to improve the efficient use of energy and water.
- Identifies and implements cost-effective, energy and water efficiency measures and performs retro-commissioning in existing County facilities.
- Estimates project payback periods and return on investments.
- Oversees the modernization of building automation systems, including the expansion and/or replacement of existing building automation systems to optimize equipment efficiency and building comfort.
- Develops technical specifications and plans for energy-efficiency projects and programs; manages and administers professional engineering consulting services.
- Actively participates in available incentive and rebate programs and files the necessary applications including all backup data.
- Tracks and reports cost savings for all completed County energy-efficiency measures.
- Reviews contractors’ proposals, selects contractors, and acts as the project manager responsible for a variety of energy-efficiency projects.
- Develops and conducts utility usage and efficiency training for the County’s building maintenance staff.
THE IDEAL CANDIDATE

The minimum qualifications for Energy Project Manager include possession of a bachelor’s degree from an accredited college or university with a major in mechanical or electrical engineering or a closely related field and the equivalent of four years increasingly responsible experience which includes energy project/construction management or engineering design and commissioning experience, emphasizing heating, ventilating and air conditioning systems, distributed generation systems, electrical lighting systems, or building control systems. Alameda County employee requirements include possession of a valid license issued by the State of California Board for Professional Engineer, Land Surveyors and Geologists as a Professional Mechanical Engineer or a Professional Electrical Engineer. Possession of three years of additional professional experience may be substituted for the required Professional Engineers License.

Additionally, due to the work locations, Energy Project Managers must be able to obtain and maintain security clearance. Possession of a valid California Motor Vehicle Operator license is also required.

In addition to the minimum qualifications stated above, successful candidates will have a combination of expertise in two or more of the following: building automation systems, commissioning or retro-commissioning buildings, efficient and cost-effective energy use technologies, renewable energy technologies. Additionally, successful candidates must possess strong analytical written and oral communication skills, and have demonstrated abilities to:

- **Build and develop collaborative relationships** in order to successfully meet project goals.
- **Understand the need for change** and maintain a positive attitude towards change while encouraging others to value new approaches, methods and technologies.
- **Maintain current knowledge** in technology related to building automation systems, energy efficiency and renewable energy technologies, in order to compare, contrast, evaluate and recommend the most efficient and cost-effective solutions for County facilities.
- **Problem solve**, creatively and innovatively.
- **Ensure that projects are completed on time and within budget** using outstanding organizational skills.
- **Identify and evaluate problems** through the use of logic, research and data to arrive at solutions.
- **Gather, examine and evaluate** qualitative and quantitative data from a variety of sources to make comparisons and to solve problems.
Thank you for your interest in the position of Energy Project Manager. This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process. Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situation, your role and actions taken and the impact your actions had on the organization or particular project outcome.

1. Describe a Building Automation or Retro-Commissioning project that you have managed. What were your responsibilities? What challenges did you encounter? What were the results?

2. Describe a Renewable Energy or Energy Efficiency project you have worked on that required significant qualitative analysis on your part. What data did you gather and how did you determine what factors to consider? What tools did you use to track data? What were your recommendations? What were the results?

3. Describe a problem you encountered during construction while working on a project that presented a new challenge for you? How did you react? What research did you do? What recommendations did you make? What response did you get from your customers? What was the outcome?

ABOUT THE COUNTY

Alameda County, located on the east side of San Francisco Bay, is California’s seventh-largest county. The County employs 9,080 full-time employees and operates on an annual budget of $2.39 billion. Oakland, the County seat, is California’s eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

COMPENSATION

In addition to a salary of $79,950.00 to $95,409.60 yearly, Project Energy Managers receive a highly competitive benefits package which includes: Medical plans (Per the labor agreement MOU, the medical plan for this position is as follows: The County and covered employees will share in the cost of health care premiums. The County will pay 90% of the total premium of an HMO plan or 90% of the total premium of the lowest cost HMO plan toward the total premium for a PPO/Indemnity Plan). County allowance/flex dollars, 100% family coverage for Dental, vision plans; two to five weeks of vacation per year based on years of service, eleven paid holidays and four floating holidays, vacation purchase program; Life, Short-term/Long-term disability and AD&D insurance; a generous employee assistance program as well as a Defined Benefit retirement plan, health flexible spending account, dependent care assistance program, voluntary long-term care, $230 pre-tax commuter benefits and a pre-tax deferred compensation program.

To apply, please visit our website at

www.jobaps.com/alameda

For more information, contact Alicia Baptista, Departmental Personnel Officer, General Services Agency at (510) 208-9721