

## **ENERGY/WATER CONSERVATION COORDINATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** An Energy/Water Conservation Coordinator is responsible for managing and coordinating the implementation of a wide variety of complex sustainability programs and projects related to energy efficiency, renewable energy, water conservation, sustainable development, green infrastructure, facilities retrofits and audits, and educational outreach. Primary functions and duties include: conducts research, analysis, support, and input into the development and implementation of various programs/projects; defines and accomplishes established strategic goals and objectives; provides technical expertise on energy conservation codes and water efficient landscape design to improve City facilities' sustainability goals; performs duties related to project management and technical oversight of interdepartmental project teams, contractors, consultants, interns, or volunteers hired by the City to implement or install energy and water efficiency measures, renewable energy projects, and outreach programs; interprets conservation codes and standards, analyzes and recommends to management the benefits, alternatives and financial impacts of projects and programs and communication of information to internal departments, Council, and external customers; provides leadership through participation in external committees and/or regional and statewide partnerships to achieve sustainability goals; negotiates and facilitates contracts in the form of service contracts, grants, intergovernmental agreements or working with City legal and consultants; coordinates, writes, and administers contracts and grants by following grant guidelines and contract/project requirements. Incumbents may be assigned other duties from each of the disciplines as needed. This position may supervise. Performs other related duties as required.

**Distinguishing Features:** An Energy/Water Conservation Coordinator works with considerable independence and performs a full-range of duties including acting as the department's representative in areas related to Citywide, regional, and statewide efforts on conservation, and sustainability programs (i.e., Water Use It Wisely (WUIW), Mesa Urban Garden (MUG), Arizona Municipal Water Users Association (AMWUA), Sustainable Cities Network, Mesa Public Schools, Arizona State Forestry, Salt River Project, Arizona Water Association, etc.). Employees are expected to possess the ability to formulate recommended courses of action based upon technical information, exercise extensive initiative and judgment, and make independent decisions of considerable difficulty. This class is expected to possess a high level of professionalism and effective interpersonal skills to be able to present complex technical information and data in a format that is understandable to a variety of audiences, and, to have a comprehensive working knowledge of water and energy conservation strategies, energy conservation codes and standards. This class may act as project manager or lead over other technical professionals and/or lead a team of professionals, contractors or technicians providing contract or project management as well as technical expertise and guidance. Work is performed under the general direction of the Deputy Director - Environment and Sustainability with work reviewed through meetings, written reports, and by overall results achieved. This class is FLSA exempt-administrative; non-exempt for part-time classification.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Environmental Sciences, Architecture, Engineering Technology, Urban/Regional Planning, Sustainability, Natural Resource Management, Public or Business Administration, or a closely related field. Considerable (3 - 5 years) full-time work experience in conservation, environmental, and sustainability management, or energy efficiency which includes planning and developing programs and/or managing projects. Effective verbal and written communication.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** The following certifications are desirable: Certified Energy Manager, Leadership in Energy and Environmental Design Accredited Professional (LEED AP), or any professional landscape certifications such as Irrigation Association Water Auditor, Certified Arborist or Master Gardener.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates project and program information through presentations, reports, Council presentations, tours, videos, special events, and technical trainings. Provides information to city staff and the general public about conservation, efficiency and sustainability programs, and the requirements of city codes. Facilitates coordination and communication on multidepartment grant projects to ensure they are administered in a timely manner and maintains documentation needed for audits. Works cooperatively within a team environment to implement and/or develop conferences and workshops. Compiles, analyzes, interprets, and develops reports, best management practices, and/or educational materials.

**Manual/Physical:** Enters data or information into a personal computer to create detailed technical reports, spreadsheets, database files, correspondence or public information materials, update computer files, prepare correspondence. Operates a motor vehicle requiring a standard Arizona Driver's License to perform field work, inspections, deliver literature, or to attend regional or statewide events and meetings. Lifts construction plans, boxes of literature, equipment, tables, chairs, and display materials for workshops, training sessions, or other community events. Meets scheduling and attendance requirements.

**Mental:** Creates, develops, implements, and coordinates programs for meeting Mesa's environmental and sustainability needs and objectives with Citywide departments, county and state agencies, organizations, and contractors/vendors. Maintains proper financial records and documentation for contracts, rebates, grants, and internally funded programs. Assists in preparing budget related to capital improvement projects and programs. Learns job-related duties through on-the-job training, attendance at professional seminars, and continuing education. Plans, organizes, directs, and administers energy efficiency, renewable energy, water conservation, or public outreach projects and programs that involve City department teams and/or external community members. Negotiates renewable energy and water conservation related contracts and consults with City legal staff regarding technical aspects of

agreements under management policy direction. Researches and analyzes conservation codes, guidelines, and standards and provides technical expertise on energy conservation codes and water efficient landscape design to improve City facilities' sustainability goals. Interprets "as built" drawings and layouts to determine conformance to energy efficiency and water savings measures. Performs measurements assessment and mathematical calculations involving energy and water consumption, modeling and billing, financial and cost analysis, etc. to forecast, plan, and recommend conservation measures and/or savings. Develops and designs materials for promotion, marketing, media relations, and seminars to promote and educate the Mesa community to adopt sustainable practices.

**Knowledge and Abilities:**

Knowledge of:

federal, state, and county ordinances, rules, regulations, standards, and codes governing renewable energy, lighting, building systems, sustainable development, water and energy efficiency; water efficient landscape design, low-water use plant materials, drip irrigation and landscape maintenance, the principles of Xeriscape, water conservation techniques, and principles of landscape water management; energy efficiency and renewable energy technologies and standards and understanding of best practices to reduce energy costs and greenhouse emissions; LEED criteria and measurement and verification protocols; solar energy installation, terminology, and construction methods; the general theories and complex principles and practices of public relations, public information, marketing, and basic communication techniques; and natural resource management, state, and federal regulations and policies relating to sustainability, and statistical methods used in public administration.

Ability to:

provide technical and general information to the public, other City departments, and other government agencies pertaining to water and energy conservation, renewable energy, green infrastructure, and other environmental programs; develop and implement public information and educational programs to promote the overall sustainability for a wide variety of customer groups including residential, industrial, commercial, public agency groups and the school district; conduct audits of city facilities, and make recommendations for appropriate energy conservation measures; identify current and new water and energy savings codes and programs (voluntary or mandatory) and determine how to meet criteria; conduct fiscal, environmental, and community impact analysis, prepare budgets and perform cost analysis, cost avoidance, and cost projections of sustainability and conservation programs; design, write, and edit a variety of printed materials, such as press releases, articles, web pages, technical data, and presentations; provide technical, educational, and general information to the public, other city departments, and other government agencies pertaining to water and energy conservation, renewable energy, green infrastructure, and other environmental programs; and analyze landscape water budgets, water or energy consumption and/or generation, and provide data and graphs in order to make recommendations to customers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Revised to Update Department Title 1/16

GL/pg/vl

CS4599.DOCX (Full-time)

PAY GRADE: 51

CS4543.DOCX (Part-time)

PAY GRADE: 51

EEO-Prof

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 40-200