

**MAJOR FUNCTION**

This is responsible professional analytical work related to the design, verification and implementation of statistical measurement and evaluation plans to measure the efficiency and effectiveness of the City's demand-side management (DSM) and sustainability programs. Work is widely varied and involves complex and significant variables. An incumbent in this position is expected to exercise considerable independent judgment and initiative. Work is reviewed through reports, conferences, observation, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Designs and implements measurement and evaluation plans for sustainability programs and demand-side management (DSM) programs including identification of KWH and KW impacts of retrofit options for residential and commercial applications. Determines load stacking and diminishing returns for multiple applications by a single user, seasonal impacts on equipment performance, and customer behavioral changes in response to pricing and other factors. Conducts computer simulations and forecasts energy requirements and peak loads. Performs various management studies, research projects, energy efficiency studies, and other special projects for both inside and outside the City organization. Conducts literature reviews and benchmark studies to determine industry standards and best practices suitable for adaptation by the City. Keeps abreast of changing environmental and energy technologies and applications. Leads and serves on teams to implement green initiatives. Prepares reports including City Commission agenda item detailing evaluation results and makes recommendations regarding the effectiveness of the DSM program options in achieving objectives. Designs and implements measurement and evaluation plans for "green" sustainability programs to assess programs to reduce the City's carbon footprint and to improve operating efficiencies, including but not limited to assessment of fleet operations, solid waste disposal and recycling, energy efficient purchasing, and enhancement of alternate transportation options. Participates in office strategic planning processes including literature review, establishing goals and performance measurement, budget allocations, and annual work programs. Establishes relationships and works directly with department directors and senior managers. Leads project teams and assigns or delegates responsibilities to team members. Develops proposals for professional services as needed, evaluates bids and recommends contract awards. Directs the work of contractors, and authorizes payment for vendors. Represents the City at professional conferences and meetings and serves on committees for professional organizations. Performs related work as required.

**Other Important Duties**

Keeps abreast of general and specific developments in job field. Serves on special project teams, as assigned. May present agenda items to City Commission.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of statistical concepts and methods. Ability to make use of information by analysis, correlation, and objectivity. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Considerable knowledge of practices and techniques for generation and distribution of electricity. Thorough knowledge of the impacts of changing equipment and/or usage patterns for resident and commercial utility customers. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective work relationships as necessitated by the work. Ability to plan, assign, and review work of subordinates participating on technical teams. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in electrical engineering, general engineering, physics, mathematics, or a related field and four years of electrical engineering experience; or possession of a bachelor's degree in economics, finance, business, public administration, environmental studies, or a related field and four years experience in program evaluation or statistical analyses; or an equivalent combination of training and experience. Two years of the required experience must include sustainability or demand-side management programs.

Necessary Special Requirement

At the department director's discretion, a valid Class E State driver's license may be required.

Established: 09-27-08  
06-09-10