



The City of  
**OKLAHOMA CITY**  
**PERSONNEL DEPARTMENT**  
420 W. Main, Suite 110  
Oklahoma City, Oklahoma 73102

# Vacancy

## ENERGY MANAGER

Salary: \$64,895 to \$99,221/Annually

Interested applicants apply at the Personnel Department, Monday through Friday, 8:00 a.m. to 5:00 p.m. Applications can be downloaded from the job section at [www.okc.gov](http://www.okc.gov). Applications with resumes will be accepted from January 6, 2012 through January 20, 2012.

### JOB SUMMARY

This position is located in the Office of Sustainability in the City Manager's Office with the City of Oklahoma City and reports to an immediate supervisor. The Energy Manager is primarily responsible for developing, implementing and managing City energy management policies and programs. An employee in this classification performs work requiring knowledge and skill acquired prior to assuming this position. **Essential job functions include:** developing strategies, projects, and guidelines to reduce energy and water consumption related to the operation of City facilities, mechanical systems and business processes; performing energy audits and identifying project opportunities; promoting energy cost containment measures; presenting energy-related information to elected officials, supervisors or the general public; reviewing proposals, engineering design, and equipment specifications to ensure optimum efficiency of energy usage; managing energy and utility data for City facilities with energy accounting software; determining long-range energy requirements; making third-party natural gas purchases; and coordinating studies and making recommendations of renewable energy possibilities on City property. The employee prepares reports and proposals with the goal of improving the efficiency of the City's major resource users, as well as providing technical assistance through recommendations of practical, cost effective solutions to complex energy management problems. Additional duties include: ensuring compliance with approved energy conservation measures, projects and plans, including the City's sustainability plan; staying informed of current regulations, industry trends and legal guidelines that impact the design or implementation of energy conservation measures; applying for utility rebates for eligible projects; and negotiating contract terms with energy suppliers and utility companies. The work requires frequent contact with City officials, City engineering staff, engineering consultants, architects, contractors, developers and the general employee workforce to exchange technical and administrative information concerning energy, conservation and cost matters. The work products are reviewed by an immediate supervisor for general effectiveness and compliance with governing policies and regulations.

### Veteran Preference

A five-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces not currently employed full time by the City of Oklahoma City. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-297-2137.

### JOB REQUIREMENTS

- Knowledge of and skill in applying effective energy management techniques.
- Knowledge of and skill in developing and administering energy conservation measures.
- Knowledge of and skill in identifying energy-related issues in critical building systems.
- Knowledge of and skill in applying economic research principles and practices.
- Knowledge of current energy efficiency technologies, strategies and trends.
- Knowledge of current building codes and issuing authorities.
- Skill in supervising, planning, and developing energy conservation projects.
- Skill in responding to complex questions or solving technical engineering problems.
- Skill in oral and written communication, using tact and diplomacy.
- Skill in interpreting and explaining the rules, laws and regulations governing the field of work.
- Ability to establish and maintain effective working relationships.
- Ability to analyze and explain complex scientific data.
- Ability to provide practical and cost effective solutions to complex energy problems.

### **AN EQUAL OPPORTUNITY EMPLOYER**

*If you require reasonable accommodation at any time during the hiring process, please notify one of our personnel representatives to make arrangements.*

**DEPARTMENTAL SKILL PREFERENCES**

- Possession of a Professional Energy Manager Certification (CEM) or Energy Manager in Training (EMIT) designation with the ability to obtain one within twelve months of hire.
- Strong Computer skills in the use of P.C.'s for word processing, spreadsheet, email, calendar and database applications, as well as, specialized software such as Energy Cap and AutoCAD.
- Strong analytical and mathematical skills.
- Strong writing and verbal communication skills.
- Demonstrated ability to collaborate with a wide variety of individuals or professional.
- Bachelors level or higher degree in engineering, energy management or a related field of study.
- Three or more years of experience performing energy audits and overseeing energy provider contracts.

**WORKING CONDITIONS**

- Primarily inside; occasional outside work, such as, when conducting energy conservation field inspections.
- Occasional local or out-of-town travel to meetings, conferences, or seminars.
- Subject to working near moving machinery, power tools, high-voltage electricity and vehicles in motion.
- Exposed to intermittent or continued loud and insistent noises caused by machinery and construction equipment.
- Exposed to large amounts of dust.

**PHYSICAL REQUIREMENTS**

- Arm and hand steadiness and manual dexterity enough to use equipment such as keyboards, ten-keys, telephones, and other office equipment.
- Near vision enough to read and draft written and machine generated communications such as standard work records, reports, computer printouts, etc.
- Hearing and speech enough to communicate effectively in person and by telephone.
- Mobility enough to continuously move oneself from place to place when conducting field surveys.

**FRINGE BENEFITS**

Vacation	96 hours per year.
Sick Leave	130 hours per year.
Holidays	10 regular holidays per year.
Injury Insurance	Effective day of employment.
Retirement	Jointly paid by the City and employee.
Credit Union	Full banking services.
Life Insurance	The City provides \$10,000 term coverage; optional, supplemental and dependent coverage available at low rates.
Health Insurance or Health Maintenance Organization	Several plans are available for employee and dependent coverage.
Dental Insurance	Dental plan options are available for employee and dependent(s) coverage at reasonable rates.
Disability Plan	City pays 60% of predisability income.
Compensation	Employees are required to receive pay electronically, either direct deposit or paycard.

Vac ID:  
 Agency/Org: 0400204  
 Classification: 1515  
 Analyst: leo

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