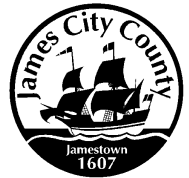


TITLE: Building Energy Conservation Coordinator/Position No. 266

DEPARTMENT/DIVISION: Community Services/Housing and Community Development

SUPERVISED BY: Housing and Community Development Administrator



NATURE OF WORK:

- Performs advanced professional work administering James City County's Recovery through Retrofit Energy Efficiency and Conservation Block Grant program.

PRIMARY DUTIES:

- Develops program growth and funding strategies for grant period and beyond.
- Builds partnerships with diverse organizations and individuals; serves as the public representative of the program including interacting with media, giving presentations, attending community events and participating in appropriate professional activities to inform the public about the program's mission, resources, and results.
- Administers and markets the revolving loan fund; creates financing packages.
- Facilitates training and certifying of energy auditors and builders to perform audits and retrofit work; develops a training program for local contractors.
- Serves as one stop shop for information on technical assistance, grants, and partnership opportunities available for citizens and businesses interested in pursuing energy conservation measures.
- Performs other duties as needed.

JOB PREPARATION NEEDED:

- Must possess and maintain a valid Virginia Driver's License and acceptable driving record.
- Any equivalent combination of: Bachelor's Degree in a related field and considerable experience in a related field including budget grant and project management.
- Knowledge of building systems, rehabilitation construction and estimation, building codes, building energy performance assessments, energy efficient building retrofits and improvements, national energy efficiency preprograms such as Home Performance with ENERGY STAR and energy policy.

POST OFFER REQUIREMENTS:

- Criminal history/sex offender check
- Drug screening
- Credential check
- Driving record check

INTRODUCTORY PERIOD: 6 months

POST-HIRE REQUIREMENTS:

- Periodic driving record check.

JOB LOCATION AND CONDITIONS:

- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work during emergency conditions.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. Verbal Abilities:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

IV. Spatial Abilities:

- Not essential function.

V. Manual Dexterity:

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

VI. Finger Dexterity:

- Not essential function.

VII. Physical Demands:

- Strength: Not essential function.
- Climbing: Must have ability to climb 1 flight of stairs, 3-4 steps.
- Standing, sitting, walking, running: Must have ability to: occasionally (1-3 hours/day) stand, frequently (1-3 hours/day) walk, and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain. *Running is not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Not essential function.
- Reaching, handling, fingering, and/or feeling: Not essential function.
- Seeing: Must have ability to focus, and peripheral vision.

VIII. Driving:

- Must have ability to drive automatic transmission car.