

# **City of Fort Worth, Texas**

## **Job Description**

<b>Classification Title</b>	Conservation Specialist		
<b>Job Code:</b>	PR1340	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	608	<b>Date Reviewed:</b>	07/06/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### **GENERAL SUMMARY**

Monitors the consumption rate of public utilities by City buildings and facilities. Administers the City's utility management program; audits utility resource consuming systems in city facilities and infrastructure; and provides feasible and defensible technical, mechanical, and operational recommendations.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Monitors the resource (energy, water and other utilities) consumption for city buildings, systems and facilities; evaluates buildings, systems, and facilities for conservation opportunities; and collaborates with other City Conservation Specialists on improving efficiency of resource consumption at City facilities.
2. Acts as project manager for conservation programs; Oversees consultants and vendors; schedules installations, inspections and audits; maintains databases; processes program applications; reviews final audit reports; provides consumption data; and attends initial meeting with customers.
3. Prepares resource consumption reports; distributes reports to various departments for review; and conducts briefings, as required.
4. Provides estimates of utility expenditures in order to project levels of spending; and assists in preparing annual fiscal budgets.
5. Reviews plans and specifications for new municipal facilities; and ensures efficient design and the incorporation of technology designed to conserve resources.
6. Assists in diagnosing and solving energy, water, and other resource consumption problems associated with heating, air conditioning, and related facility systems; and inspects and evaluates energy, water and other resource conservation retrofits, construction, and equipment for compliance with specification and rating.
7. Evaluates bid proposals and recommends selection to ensure cost effectiveness and compliance with specifications and standards. Monitors contracts and contractors to ensure compliance with contractual obligations and performance goals.

8. Remains informed of technical developments in the area of alternative or improved energy, water and other resource conservation and use; and recommends implementation of new technology when feasible and cost effective.
9. Serves as liaison between the City and EPA, DOE and other state and federal agencies that work in the arena of non-regulatory (voluntary) energy, water, and other resource conservation. Assembles and issues reports required by these agencies.
10. Works to obtain and administer grants pertaining to energy, water, and other utility conservation.
11. Develops educational materials for customers. Plans and conducts conservation training classes; and develops and conducts conservation audits for retail customers, as needed.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Energy Management.
  - Utility Conservation.
  - Mechanical and technical aspects of heating and air conditioning systems, lighting alternatives, and irrigation systems.
  - Financial strategies and cost/benefit analysis.
  - Current and emerging conservation initiatives and trends.
  - Pertinent Federal, State and local laws, codes and regulations applicable to utility consumption.
  - Industry standards and regulations.
  - Web content management.
  - Best management practices.
- **Skill in:**
  - Organization and time management.
  - Interpersonal relations.
  - Computers and applicable software.
  - Grant writing.
  - Problem solving and analysis.
  - Customer service.
  - Delivering presentations.
  - Team building.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Prepare a comprehensive analysis of municipal and customer utility consumption rates.
  - Utilize financing strategies and cost/benefit analysis.

- Recommend implementation of heating, air conditioning, or related facility systems.
- Analyze data and information; draw conclusions; propose responsive actions.
- Collaborate with other departments, municipalities and agencies.
- Identify and respond to sensitive citizen issues, concerns and needs.
- Prepare clear and concise administrative reports.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree in Environmental or Resource Management, Architecture, Landscape Architecture, Engineering Technology, Construction Science, Urban Planning, or a related field and three years of responsible experience in landscape water conservation, energy conservation, or a closely related field.

## **OTHER REQUIREMENTS**

Depending on assignment, related licenses and/or certifications may be required upon entry or within a specified period of time.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.