



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ENERGY MANAGEMENT PROGRAM MANAGER

Job Number: 21000302

Job Code: 70600V231016

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 08/16/2012

Job Revised: 10/16/2023

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall management of a comprehensive energy savings, energy management or energy conservation program. Responsible for the formulation and administration of policies, budgets and management plans relating to energy consumption and conservation; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have three years of experience as: a Certified Energy Manager in Training (EMIT) or Engineer in Training (EIT).

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Certification as a Certified Energy Manager (CEM) by the Association of Energy Engineers or being licensed as a Professional Engineer by the Kentucky Board of Engineers and Land Surveyors will substitute for two years of the required experience and the license/certification.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to employment in this job classification. Must be certified as an Energy Manager in Training (EMIT) OR as a Certified Energy Manager (CEM) by the Association of Energy Engineers OR certified as an Engineer in Training (EIT) OR be licensed as a Professional Engineer by Kentucky Board of Engineers and Land Surveyors. Must

maintain any required licensure(s), certification (s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Maintains oversight of energy programs and initiatives that cross organizational lines. Provides technical assistance to all organizational units related to energy conservation, energy analysis, energy procurement, and/or maintenance projects as they relate to energy conservation or energy procurement. Develops, reviews, and approves utility and other energy contracts. Advises agencies on energy procurement. Establishes policies and procedures related to the efficient consumption of utilities including gas, water and electric. Ensures compliance with applicable statutes and regulations. Promotes the use of Energy Savings Performance Contracts by state agencies. Develops programs that focus on the appropriate and effective management of buildings and associated equipment. Participates in the conceptual design and construction oversight of all construction projects or lease procurements to ensure energy best practices. Monitors and analyzes the use of resources and makes recommendations for adjustments to improve resource use while continuing to promote conservation efforts. Supervises employees and/or contractors. Motivates and educates occupants with regard to the efficient use of resources. Works directly with utility companies statewide on behalf of the agency relative to utility rates and rate structures, data transfer and metering and rebate programs. Plans, assigns, and reviews the work of employees in the administration and management of major energy conservation, energy analysis, energy procurement, and/or maintenance projects as they relate to energy. Supervises professional and technical personnel and gives professional approval for implementation of various conservation measures. Controls integrations for the Building Automation System (BAS) on multiple platforms, reviews blueprints, schematics, sequences of operations. All energy reductions in Green House Gases (GHGs) and carbon emissions including cost savings are entered into CEMCS and logged on the dashboard for the commonwealth of Kentucky. Meets with utility companies statewide which include Natural Gas, Electric, and Water to determine rebates and incentives on new projects and facility modifications. Manages consumption of the electric vehicle (EV) fleet, ensuring EV consumption is tracked separately from facility usage, and accounts for program income of non-agency consumption.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting and at construction sites. Work at construction sites may involve exposure to dirty and dusty environments, hazardous material, and noise which may require the following of safety procedures. Extensive travel is generally required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.