



**General Knowledge, Skills and Abilities for Ideal Candidates
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April 2, 2009**

Energy Efficiency and Conservation Jobs – Austin Energy

Entry Level Position

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of energy efficiency technologies, practices, programs and rebate requirements

Knowledge of applicable building codes, energy retrofit requirements and specifications

Knowledge of safety practices and procedures

Skill in establishing and maintaining good working relationships with other City employees and the public

Skill in maintaining records and preparing written reports

Skill in determining quality of materials, workmanship and compliance with specifications

Ability to communicate orally and in writing

Ability to perform basic calculations

Ability to operate and maintain testing and diagnostic equipment

Ability to use graphic instructions, such as blue prints, schematic drawings, plans, maps or other visual aids

Ability to enter, monitor and update information in a database or work order system

Preferred Minimum Qualifications:

Associate's degree in Business, Construction Management, Engineering, Engineering Technology, Environmental Studies, Environmental Technology, Natural Sciences, Power Technology, Management, or a related field.

A certification from an accredited junior college in Building Construction Technology, Construction Management, Engineering Technology, Environmental Technology, or a related field may substitute for one (1) year of the required education, plus one (1) year of relevant work experience.

High school or GED equivalent, plus two (2) years of relevant work experience may substitute for one (1) year of the required education with a maximum substitution of two (2) years.

Mid-Level Position

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of energy efficiency technologies, practices, programs and rebate requirements

Knowledge of applicable building codes, energy retrofit requirements and specifications

Knowledge of safety practices and procedures

Knowledge of department energy resource initiatives and targets

Knowledge of construction materials, practices and procedures

Skill in negotiation

Skill in maintaining records and preparing written reports

Skill in determining quality of materials, workmanship and compliance with specifications

Skill in establishing and maintaining good working relationships with other City employees and the public

Ability to communicate orally and in writing

Ability to perform calculations

Ability to operate and maintain testing and diagnostic equipment

Ability to use graphic instructions, such as blue prints, schematic drawings, plans, maps or other visual aids

Ability to enter, monitor and update information in a database or work order system

Preferred Minimum Qualifications:

Bachelor's degree in Architecture, Business, Environmental Studies, Engineering, Engineering Technology, Natural Science, Planning, Resource Management, or related field, plus two (2) years of relevant work experience.

One (1) additional year of relevant work experience may substitute for one (1) year of the required education with a maximum substitution of two (2) years.

Licenses and Certifications Required:

IREC certified for Mechanical Plumbing or Electrical must be obtained within in six months of employment if working in Program Compliance, Inspections.

Senior Level Position

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of energy efficiency technologies, practices, programs and rebate requirements

Knowledge of applicable building codes, energy retrofit requirements and specifications

Knowledge of safety practices and procedures

Knowledge of customer service principles and practices

Knowledge of utility's energy resource initiatives and targets

Knowledge of construction materials, methods and practices

Knowledge of contract language

Skill in negotiation and conflict resolution

Skill in resolving problems or situations requiring the use of good judgment

Skill in maintaining records and preparing written reports

Skill in determining quality of materials, workmanship and compliance with specifications
Skill in interpreting and reporting complex contractual or compliance issues
Skill in establishing and maintaining good working relationships with other City employees and the public
Ability to communicate orally and in writing
Ability to perform complex calculations
Ability to operate and maintain testing and diagnostic equipment
Ability to use graphic instructions, such as blue prints, schematic drawings, plans, maps or other visual aids
Ability to enter, monitor and update information in a database or work order system
Ability to conduct presentations and train others
Ability to analyze and resolve irregular events

Preferred Minimum Qualifications:

Bachelor's degree in Architecture, Business, Environmental Studies, Engineering, Engineering Technology, Natural Science, Planning, Resource Management, or related field, plus four (4) years of relevant work experience.

Master's degree may substitute for two (2) years of the required relevant work experience.

One (1) additional year of relevant work experience may substitute for one (1) year of the required education with a maximum substitution of four (4) years.

Licenses and Certifications Required:

IREC certified for Mechanical Plumbing or Electrical must be obtained within six months of employment if working in Program Compliance, Inspections.