



**ARLINGTON COUNTY, VIRGINIA
HUMAN RESOURCES DEPARTMENT**

ENERGY MANAGEMENT SPECIALIST
Department of Environmental Services

Salary Range: \$46,592.00 - \$77,043.20 Annually

Announcement No: 1507-7G-DES-KE

Closing Date: 07/12/2007

An Equal Opportunity Employer/Reasonable Accommodation upon Request

Work Location: 1400 N. Uhle Street, Arlington

POSITION INFORMATION

This employee is responsible for a wide range of energy management duties supporting the Arlington County Energy Program, the Facilities Management Bureau, and the goals of the Arlington Initiative to Reduce Emissions (AIRE). Specific duties include: monitoring energy consumption in County facilities, tracking costs and trends; maintaining the computer-based energy reporting and tracking system; liaising with electric and gas utilities, and evaluating utility rate schedules for current and future cost decisions; supporting development of the building automation/energy management systems in existing and future facilities; researching and performing life-cycle cost analysis for equipment used in County buildings; collaborating on the development, implementation and monitoring of standards for construction, maintenance and operation of equipment in County buildings; participating in policy group discussions and drafting policy statements and implementation documents, including an internal energy conservation program for employees; participating in the identification of new funding sources, such as grants, for energy programs, and preparing support justification for efficiency and conservation program funding; providing advice and training to technical staff on the maintenance and operation of energy-related systems; and preparing and submitting documentation relating to progress made in reducing County energy consumption, including reports on climate emissions, Energy Star program participation, EPA Green Power Partnership participation, and related programs.

QUALIFICATION REQUIREMENTS

Online applications are required.

Minimum: Bachelor's degree in business administration, economics, environmental science, engineering or related area plus two years of experience managing energy systems or monitoring energy consumption in buildings.

Substitution: Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

Desirable: Preference may be given to candidates with one or more of the following: a) Certified Energy Manager (CEM) credential; b) experience managing building automation systems; c) experience with electric or gas utilities; d) experience managing building retrofit projects to improve energy efficiency; and/or e) experience working in local government.

ADDITIONAL INFORMATION

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted prior to 11:59 pm on the posted closing date.

To apply online go to www.arlingtonva.us/pers, click on CURRENT JOB OPENINGS, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the selection process. Please call 703-228-0531 (voice) or 703-228-4613 (TTY).

ARLINGTON COUNTY
HUMAN RESOURCES DEPARTMENT
2100 Clarendon Blvd, Suite 511
Arlington, VA 22201
703-228-3500 from 8:00 am - 5:00 pm, weekdays;
or e-mail kedwar@arlingtonva.us
(no resumes to this e-mail address, please)

Posting Date: 06/22/07