

**COUNTY OF SOLANO**  
**Class Specification**  
**ENERGY UTILITY MANAGER**

DATE: 9/13/2022

**CLASS SUMMARY**

Under general direction, develops, manages, and evaluates the County's energy and utility programs, operations, budgets, and staff. Responsibilities include energy planning, acquisition, conservation, and monitoring; utility generation (Cogeneration plant, microgrid, backup generators, solar arrays and battery storage and back-up); utility purchases; usage contracts; facility permitting; and managing energy conservation grants and rebate programs.

This single-position classification is in the Department of General Services' Energy / Utilities Division and is part of the Department's management team. The incumbent has full program and operations administrative and control responsibilities requiring high levels of initiative, independent judgement, resourcefulness, discretion, and organizational skills within established and professional guidelines. The incumbent manages multiple concurrent tasks often with conflicting deadlines and changing priorities. The incumbent functions as the central point of contact for internal and external customers, developers, contractors, engineering firms, local agencies, utilities, and governmental entities during normal energy use situations and emergency/disaster events.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the:

- **Assistant Director of General Services** who assists the Director of General Services in managing the operations of the County's General Services Department through the supervision of subordinate supervisory, professional, technical, and support staff.
- **Facilities Operations Manager** who has overall responsibility for the operation and maintenance programs and projects for all County facilities including grounds, custodial, and building/HVAC maintenance.
- **Cogeneration Industrial Engine Mechanic** class that operates, maintains, inspects, and repairs internal combustion natural gas engines/generators and large industrial stationary engines, motors, and generators within the County's Cogeneration Plant.
- **Stationary Engineer (Senior)** class that operates, repairs, and maintains heating, cooling, ventilation, and refrigeration systems and building controls. May be assigned to the County's Cogeneration Plant.

**SUPERVISION RECEIVED AND EXERCISED**

- Supervision is provided by the Assistant Director of General Services or higher-level designee.
- Supervision is provided to plant and facility operations staff and outside consultants and contractors.

**ESSENTIAL DUTIES** This class specification represents the core areas of responsibilities; specific assignments will vary depending on departmental needs.

- Guarantees efficient operations for County's energy and utilities management programs by:

- developing, implementing, managing, and evaluating energy and utility management programs, energy planning and acquisition efforts, and conservation and control systems;
  - tracking and monitoring the energy regulatory environment; ensuring compliance with requirements and standards; and researching pending state and federal legislation, summarizing potential impacts, and tracking legislation progress;
  - monitoring and managing County’s utility generation, energy storage, utility purchasing, usage contracts, and facility permitting;
  - monitoring usage rates, costs, and fees and analyzing rate schedules for county buildings;
  - ensuring efficient operations of facilities, equipment, and systems relative to energy utilization; managing operations of the County’s cogeneration plant and all utility-producing equipment including batteries, standby generators and solar panels;
  - developing and managing ongoing maintenance strategies for all energy and utility related equipment and machinery; and,
  - conducting energy audits; researching and analyzing energy utilization and energy management programs and practices using computerized systems to track and control energy consumption; interpreting and evaluating results; and developing projects, programs, initiatives, activities, policies, and procedures for energy reduction and greenhouse gas emission reduction targets.
- Supports administrative efforts of the County’s energy management, operations, and conservation programs by:
    - monitoring, tracking, and securing available financial incentives and rebates from public utilities, local, state, and federal government programs for all energy projects and technologies; procuring energy conservation grants; enrolling in rebate programs; and interfacing with utility companies, regulatory authorities, and governmental agencies to identify and implement cost savings opportunities;
    - participating in annual and quarterly budget preparation and administration; preparing and presenting cost/benefit analyses; submitting budget recommendations; assisting with forecasting the Department’s five-year financial plan; monitoring variances and expenditures, and approving routine purchases;
    - prioritizing and overseeing projects through to completion; providing recommendations to implement energy conservation measures;
    - developing, renewing, and managing vendor, supplier, contractor, and consultant contracts and agreements; and managing service agreements for major maintenance of equipment;
    - researching, recommending, and managing County’s energy producing investments;
    - tracking and monitoring energy markets; conducting local and statewide searches to obtain information on distributed energy conservation;
    - monitoring operational goals and objectives and taking corrective actions as appropriate;
    - recommending and implementing new operational policies and procedures to eliminate/reduce barriers to energy conservation and staff productivity;
    - responding to customer complaints and recommending changes to improve customer service;

- representing County regarding energy conservation issues at conferences and workshops, public meetings, before other agencies, energy suppliers, local businesses, and public groups; liaising with County departments, outside agencies and utilities and private companies on issues of cost-efficient energy services and utilization;
  - developing and conducting in-service training for managers, staff, and the public regarding energy consumption and conservation; developing and disseminating information for public distribution; and
  - preparing written notices, correspondence, resolutions, and technical reports; maintains records; and conducts special studies.
- Supervises the cogeneration plant's mechanic and engineer staff; facility operations and equipment services staff; and outside service providers, by:
    - Assisting with the selection of vendors, suppliers, consultants, and contractors; coordinating and monitoring work product timeliness and quality; ensuring compliance with applicable contracts/agreements; reviewing and approving payment claims;
    - Assisting with employee selection; assigning work activities and projects; monitoring workflow; evaluating work product timeliness and quality; coordinating staff training; providing on-the-job training; working with staff to correct deficiencies;
    - reviewing work unit procedures, practices, and work methods to increase the effectiveness and efficiency of operations;
    - monitoring achievement of program's goals and objectives;
    - resolving informal employee complaints; and
    - ensuring work is performed safely and efficiently.
  - Supports and ensures compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
  - Performs other duties of a similar nature or level as assign.

## MINIMUM QUALIFICATONS

### Education and Experience

- **Education:** Bachelor's degree or higher from an accredited college or university with a major in Engineering, Energy Resources Management, Business Administration, Public administration or closely related field.

Note 1: Course work in energy management, environmental planning or sciences, engineering, or a field related to the technical functions of the class especially energy use analysis or design, energy and utility management, energy efficiency planning, and energy projects is highly desirable and may be a factor considered during the rating and selection processes.

and

- **Experience:** Three years of program/operations management experience in energy and utility management including organizing and coordinating the implementation of energy conservation programs; operating computerized energy management hardware and software systems; operating a cogeneration plant or a microgrid with battery storage; or

planning and controlling utilities usage for large, multi-facility organizations, preferable in county, state, or city governments. Of which, one (1) year must have been in a staff lead or supervisory capacity.

### **Licensing, Certification and Registration Requirements**

- A certification of completion in energy auditing, energy management, or resources conservation is highly desirable.
- A certification of completion in project management or leadership is highly desirable.
- A certification of completion in governmental budgeting, grant writing, or communications is desirable.
- Applicants are required to possess a valid California Driver's License, Class C.

Note 2: All licenses, certificates and registrations must be kept current while employed in this class. Failure to do so may constitute cause for personnel action in accordance with Civil Service Rules and/or applicable bargaining agreement.

### **REQUIRED COMPETENCIES**

#### **Knowledge of:**

- Federal and California Energy Codes and related industry best practices and standards associated with energy management and energy efficiency including the California Energy Efficiency Standards for Residential and Non-residential Buildings (Title 24) and the State Appliance Efficiency Standards (Title 20).
- Federal, state, and local disaster preparedness and emergency responses.
- Principles and practices of energy technology, management, consumption, and conservation; and project planning, development, and implementation.
- Funding sources for energy-saving projects; scheduling, cost estimating, energy resources requirements, and related documentation requirements.
- Demand-side management; and economic analyses including life-cycle cost, net present value, internal rate of return, and electric load trending and forecasting.
- Analytical and evaluative processes and auditing practices.
- Competitive markets, utility rate structures, and net energy metering options.
- Structure and elements of power/energy purchasing agreements and alternative financing alternatives.
- Contract management and oversight of the engineering and scientific requirements in the contracted work.
- Techniques and strategies for County's utility generating equipment, electrical, facilities, and solar operating systems; tools, parts, and materials needed for preventative maintenance, repair, and replacement; mechanical, electrical, and computer applications for operating and control systems.
- General building construction and components; electric generation and lighting, weatherization, waste heat recovery, indoor climate control, and heating and cooling systems used in residential, commercial, and industrial buildings.

- Principles and practices of public administration and management including governmental accounting, budgeting, cost analysis, and fiscal management.
- Principles of leadership, on-the-job training, and work review.
- Critical inquiry, problem solving, and scientific methodology.
- Environmental engineering design standards, codes, practices, and enforcement emphasizing mitigation and/or remediation of harmful environmental effects; recycling and recovery of natural resources; and ensuring public health and safety; and environmental justice/climate justice.
- Windows-based word processing, spreadsheet, web browser, presentation programs; and computer software used in energy forecasting and monitoring.
- Oral communication techniques including presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports.

**Skills/Abilities:**

- Plan, organize, and direct staff and operations of the Energy/Utility Division; assist in developing, planning, and implementing comprehensive energy and utility conservation policies, operational procedures, and countywide programs.
- Coordinate, assign, and direct staff work; provide on-the-job training; and evaluate work performance and staff conduct.
- Identify and analyze administrative problems and implement operational changes.
- Understand, interpret, explain, and apply regulations and policies governing the maintenance and operations of buildings, plants, and other energy production and utilization facilities.
- Provide consultation and coordination of disaster aid to local, State and Federal entities; identify hazard mitigation opportunities; and determine the appropriate course of action in stressful and/or emergency situations.
- Design and conduct energy utility studies; analyze cost/benefit data and develop sound program, energy utilization, and cost-savings plans and recommendations based on complex quantitative and statistical calculations and analyses; and implement operational changes.
- Gather, extract, and analyze energy and conservation-related data from utility and vendor web-portals (e.g., PG&E, State and County Air Quality Boards, etc.).
- Provide recommendations for department/division budget preparation and administration.
- Develop, renew, and manage vendor and consultant contracts and grants; administer contracts and grants according to designated guidelines and regulations.
- Understand construction documents and interpret single-line drawings.

- Manage simultaneous work projects and carry them through to successful completion; recognize and accommodate changing priorities; meet short- and long-term conflicting deadlines/goals; and complete routine tasks despite intermittent interruption.
- Communicate information and ideas clearly and concisely, both orally and in writing; write technical and financial reports, publications, brochures, correspondence, and other documents.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the department and division in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and the public.
- May serve as a designated County representation and participate in various levels of potentially controversial, politically sensitive discussion, analyses, and recommendations.

### **PHYSICAL REQUIREMENTS**

- **Mobility and Dexterity:** The employee is required to: (1) balance, stoop, kneel, reach, crawl, reach, finger, grasp, and perform repetitive motion; (2) climb and work safely on ladders (extension and A-frame) and step ladders with a total weight that does not exceed the weight capacity of the ladder or the highest rated capacity of the harnesses and lanyards used for fall protection; and (3) stand and walk for sustained periods of time often on narrow, slippery, uneven, and/or moving surfaces.
- **Lifting, Carrying, Pushing and Pulling:** The employee is required to exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
- **Vision:** The employee is required to have close visual acuity (with or without correction), depth perception and accommodation, wide field of vision, and color vision to see data and figures; view computer terminals; read and distinguish between normal and off-shade colors; and read gauges and meters in dimly lighted areas etc. The employee also requires good eye-to-hand coordination to operate motor vehicles and operate a variety of hand and power tools
- **Hearing/Talking:** The employee is required to perceive the nature of sounds at normal speaking levels, with or without correction, and receive detailed information through oral communication. The employee is also required to communicate to express and exchange ideas. Detailed or important instructions must occasionally be conveyed to others accurately, loudly, and/or quickly.
- **Other:** The employee is required to have sufficient sense of smell, vision, touch and hearing to observe equipment functions for normal and abnormal occurrences.

### **WORKING CONDITIONS**

- **Office Work plus Outdoor Work in an Industrial Area:** While most work will be in an office setting, the employee often works outdoors and is exposed to intense noises, fumes, odors, pollens, dust, inadequate lighting, and unpleasant field conditions including rainy, windy, cold, or hot weather.

The employee may be subject to injuries when working with hand and power tools and equipment and electrical currents.

The employee often works in an industrial area and exposed to moving mechanical parts, electrical currents, toxic agents, fuel, oil, gases, smoke, fumes, odors, dust, and vibrations.

- Traffic Hazards: The employee is required to operate a vehicle and subject to traffic hazards while driving.
- Working Alone: The employee may be working in remote areas, and/or on night shifts, and/or on weekends, and may be working alone for extended periods of time.

### **OTHER REQUIREMENTS**

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any city, county, or state where the applicant has lived, worked, or gone to school.
- Independent Travel: The employee is required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

### **CLASS HISTORY AND CLASS INFORMATION**



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**Director of Human Resources**

- Date Approved by the Director of Human Resources: 10/11/2022
- Date Adopted by the Board of Supervisors: 9/13/2022
- Class Code: 177060