

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB490 Environmental Compliance – Energy Management Specialist
POSITION #/TITLE: 2596 Environmental Compliance – Energy Management Specialist	Adopted: 03-11
	Revised: 10-13

POSITION DESCRIPTION

Dept/Division: Utilities/Water Pollution Control	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 0806/NB201/Utilities Environmental Manager	Dotted-line Reports To Position #/Job Code #/JC Title: 2177/NB481/Environmental & Compliance Program Manager
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: MS Word, Excel, Submit Writing Sample
Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Hearing, Respiratory	

General Statement of Duties

Provides support for applicable WPC and Water environmental compliance programs, responsible for utility-wide energy usage reduction efforts, grant preparation and reporting; develops articles and other content on these subjects for City website and newsletters, performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Coordinates, plans and manages the implementation of energy reduction measures and programs for the Cedar Rapids Utilities Department and cooperate in this effort with all City Departments;
 Coordinate the collection and analysis of energy usage data for the City of Cedar Rapids Utilities Departments and supports such efforts with all City Departments;
 Collaborate with representatives from other departments as well as key outside entities to achieve energy reduction goals expressed in the Cedar Rapids Energy Management Plan while promoting the adoption of energy efficient equipment and behavior throughout the City of Cedar Rapids;
 Identifies and prepares grant applications in support of energy efficiency projects and supply required reporting for successful grants;
 Delivers presentations in support of energy management efforts to a variety of groups including city staff, students and the general public;
 Provide written articles and other content concerning energy management and environmental compliance activities for City websites and other publications;
 Supports preparation and submittal of required compliance reports, contractor activities, and correspondence in support of applicable WPC or Water Environmental Compliance Programs;

Supports other Environmental Specialists with compliance program responsibilities such as, inspections, sample collection, recordkeeping, and related support activities for multiple City environmental programs;

Promotes sustainability for all City departments, gathers raw and automated data, performs statistical analysis and generates data and reports;

Serves as a permanent member of the IGREEN Cedar Rapids steering committee, lead internal WPCF and Water “Green” groups;

Coordinates purchasing of required services or equipment supporting Energy Use and Environmental Compliance Programs according to City policies and procedures;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends meetings, conferences, workshops, and all required City training classes;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of energy efficiency management techniques;

Thorough knowledge of environmental compliance regulations and requirements;

Thorough knowledge of statistical research and analysis;

Assists with written and electronic submittal forms and procedures associated with Air Quality Title V Operating Permit, Bio-solids, and other environmental compliance regulations;

Ability to write and manage successful grant applications;

Ability to utilize appropriate database programs;

Ability to research, collect, analyze and present written and verbal information to a variety of groups including city staff, students and the general public;

Ability to organize and conduct environmental compliance, metering, and sampling activities;

Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, contractors, industrial and commercial representatives, laboratory personnel, State and local officials and the public both orally and in writing, using both technical and non-technical language;

Ability to prepare accurate and reliable reports containing statistical analysis, biological and chemical terminology, flows, findings, conclusions and recommendations;

Ability to operate a personal computer using program application appropriate to assigned duties and responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor’s Degree in environmental engineering, electrical engineering, environmental science, chemistry, geology or closely related field; and

Considerable experience coordinating environmental compliance activities, conducting field inspections or managing related programs; or

Considerable experience with energy efficiency and energy management activities and projects; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Drivers License

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to collect environmental samples and determine laboratory results;

Sufficient manual dexterity which permits the employee to operate computerized equipment and collect environmental samples from a variety of field conditions;

Sufficient personal mobility which permits the employee to collect environmental samples from a variety of industrial, commercial and natural settings.

