

## DIRECTOR OF ENERGY CONSERVATION AND SUSTAINABILITY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position directs and coordinates energy conservation and sustainability initiatives on a County-wide basis. Responsibilities involve formulating cost-saving and efficient utility management, sustainability, and energy policies regarding green purchasing, energy conservation, solid waste recycling, green building, resource and water conservation, greenhouse gas reduction, and renewable resources management practices, and coordinating activities within County departments to ensure conservation and sustainable development goals and objectives are met. This position also serves on the Westchester County Capital Projects committee to ensure energy conservation and sustainability policies are considered and incorporated during the capital project planning phase. Work also involves providing technical assistance, support and liaison to community agencies, municipalities, and local businesses on issues relating to environmental sustainability and in the implementation of economically sound measures that are environmentally focused. An appointment to this position is made by the County Executive subject to confirmation by the Board of Legislators consistent with provisions of the Westchester County Charter. Supervision may be exercised over subordinate staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Analyzes the County's energy and water use by utilizing computer models and other analytic methods; prepares detailed reports and provides recommendations to reduce energy and water consumption to lower energy costs;

Evaluates energy saving technologies, and considers best practices in the field to enhance the County's energy and environmental resource practices;

Maintains frequent and substantive contact with the New York Power Authority in the development and coordination of contractual agreements entered into with a view towards identifying energy savings and greenhouse reductions during the County's Capital Program planning process;

Consults with the Law Department and other involved parties on the implementation and administration of contracts entered into with the New York Power Authority;

Evaluates contractual agreements with energy providers, grantors, energy rebate providers and other energy suppliers to ensure cost-effective energy and sustainability practices have been considered and/or implemented;

Coordinates activities within County departments to ensure the implementation of conservation and sustainable development practices to include green purchasing, energy conservation, solid waste recycling, green building, resource and water conservation, greenhouse gas reduction, and renewable resources management practices;

Works with County staff, vendors and contractors to ensure implementation of environmentally related cost-saving measures;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates the purchasing of energy at the most favorable rate and seeks rebates to fund initiatives;

Participates in the design of County facilities to ensure efficient energy utilization methods are incorporated in the building and/or modification of buildings and structures;

Provides consultation to community agencies, municipalities and local businesses on environmental sustainability practices;

Performs research in the preparation of grant applications relating to energy conservation programs;

Manages grants to ensure that project deadlines and all other grant requirements are met;

Prepares detailed reports, and presents graphic illustrations to demonstrate various data;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database management systems in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of environmental sustainability, energy use and water conservation; thorough knowledge of environmental and energy resource management practices; knowledge of energy systems, building maintenance requirements, life-cycle and supply-chain management; knowledge of a variety of performance metrics used to evaluate the effectiveness of energy and water conservation efforts; ability to synthesize and quantify data; ability to enlist the participation of others to work on projects and implement policies and procedures; ability to negotiate contracts; ability to prepare detailed statistical and energy use reports and present data in a clear and concise manner; ability to establish and maintain effective working relationships with officials at all levels of federal, state and local government; ability to understand architectural drawings and blueprints; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; initiative; resourcefulness; innovativeness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: High School diploma and (a) five years of experience in environmental or energy management; or (b) a Bachelor's or Master's Degree\* in Engineering, Environmental Science, Environmental Planning or Policy, Energy Management or a related field and two years of experience as stated in (a).

NOTE # 1: The aforementioned minimum acceptable training and experience qualifications are in accordance with Sections 110.21 and 178 of the Laws of Westchester County.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education indicated in the minimum qualifications will be considered in evaluating experience. Also, experience gained as a volunteer may also be substituted for the experience, but must be equivalent to a 35 hour a week, full-time position.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

J.C.: Pending Non-Competitive  
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Job Group: E16