ENERGY CONSERVATION REPRESENTATIVE II

This is specialized professional work in planning and administering energy conservation projects of the Federally funded grant programs of the Energy Division of `he Department of Commerce. Work involves providing technical assistance to contract agencies and the general public in a particular field of energy conservation or alternative energy source, developing energy conservation projects to promote the particular field of energy, and monitoring the projects after implementation.

Under the administrative and technical supervision of an Energy Conservation Representative Supervisor, employees are responsible for developing and monitoring the projects of the home retrofit, solar, agriculture, transportation, energy audit, or local government programs or for researching and forecasting energy and fuel consumption to target future program areas. Employees coordinate the activities of projects in a particular field of energy conservation, monitor contracts within the programs, ensure that various projects meet regulations and requirements of the grants, and perform related work as required.

I. DIFFICULTY OF WORK

Variety and Scope - Assigned duties vary in nature due to the specific guidelines of the energy conservation program. Activities include developing energy conservation brochures that are general in nature for the publics use as well as more technical in nature for use by businesses and industries, planning programs according to the grant specifications of the Federal government, and promoting individual aspects of the programs to reach target audiences.

Intricacy - Work requires technical research in the particular field of energy conservation to develop the programs and projects, identification of the manner and means of reaching the appropriate target audience according to the specifics of the program, and technical assistance to the public, business, and industry on various aspects of new developments or methodologies in the particular field of energy or alternative energy source.

Subject Matter Complexity - Work requires familiarity with various methodologies, techniques and developments in the field of specialization which requires continuous research to keep abreast of technical advancements and the potential uses by the public or industries.

Guidelines - Guidelines include Federal and State laws, regulations, and guidelines that pertain to energy conservation. Professional publications and reports or updates from the Federal Department of Energy are used as references. Technical information and reports from research institutions or other agencies are researched to identify new developments.

II. RESPONSIBILITY:

Nature of Instructions - Employees receive general instructions and guidance on program objectives and regulations. Employees schedule individual visits and sessions with the public or industry representatives as requests occur. Specific scheduling to monitor contract and project activities is handled by the employees with problem situations that require intervention or definition of priorities being discussed with the supervisor.

Nature of Review - Work is reviewed in progress through general discussions with the supervisor or the Section Chief as specific problems arise. Reports prepared of project status and accomplishments are reviewed by the supervisor for technical accuracy and discussion of particular items prior to submission to the Federal Government.

Scope of Decisions - Programs are developed within the guidelines established by the Federal grants. In monitoring the projects and contracts of the programs, expenditures and guidelines must be accurate. Technical assistance and new developments promoted to the public and industries must be researched to ensure the value to energy conservation.

Consequence of Decisions - Errors in analyzing the records of the contract agencies could result in overpayment of grant funds. Incorrect technical advice could result in hazard or monetary loss by the public, business, or industry. Energy savings by participants is essential in promoting the methodologies of the field of specialization.

III. INTERPERSONAL COMMUNICATION:

Scope of Contacts - Work requires contact with contract agency personnel, business and industry representatives, and the general public to promote and monitor the energy conservation programs. Contact with technical and research authorities in the field of energy, government agencies, and the Federal government is necessary in research and promotional activities.

Nature and Purpose - The primary purpose of the contact is to explain grant procedures and regulations, terms of the contract, ensure the quality of the projects, and to discuss problem situations as they arise. Occasional training sessions are conducted with contract agency personnel to explain bookkeeping, purchasing regulations, and general reporting requirements. Contact with research and other governmental agencies is to obtain technical expertise in the field of specialization.

IV. OTHER WORK DEMANDS:

Work Conditions - Most work is conducted in a typical office setting, however occasional travel for promotional and monitoring activities may be required.

Hazards- Travel to agency and project sites may cause exposure to inclement weather and hazardous driving conditions.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Knowledge of the regulations and requirements governing the grant funding and contract administration.
Knowledge of the methodologies and techniques employed in the particular field of energy conservation or alternative energy source. General knowledge of the accepted bookkeeping and record keeping practices for Federal grant reporting. General knowledge of the construction techniques and materials associated with energy conservation projects. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Education and Experience - Graduation from a four-year college or university, preferably with a major in business or public administration, engineering or construction technology and two years of experience in administering grant contracts or supervising or performing energy conservation audit or construction projects, preferably with one year in the particular field of specialization or alternative energy source; or an equivalent combination of education and experience.