

## ENERGY CONSERVATION REPRESENTATIVE SUPERVISOR

This is professional and supervisory work in directing the program planning and project monitoring efforts of a unit of the Energy Division of the Department of Commerce. Work involves overseeing the program development activities of the unit and reviewing the accomplishments and expenditures of the projects of the programs.

Under the administrative supervision of the Energy Division Section Chief, the employee is responsible for planning and organizing the unit's activities, coordinating the project development, economic research, and reporting activities for the weatherization, solar, home retrofit, agriculture, energy audit, transportation, local government or emergency allocation programs with the Federal government, and performing related work as required. Work involves overseeing the contract development and monitoring activities and ensuring that guidelines and regulations of the grants are maintained. The employee participates with the Section Chief in identifying potential energy conservation programs or projects to be developed by the staff.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans the work operations of the unit, sets priorities and goals, and assists the Energy Conservation Representatives to the unit with scheduling their activities to meet the goals and deadlines established for the program. Work may involve changing existing goals and plans to meet emergency situations that require assigning staff to unexpected projects .

Organizing and Directing - Employee adjusts assignments and workloads to meet unexpected situations or to accommodate new program requirements or information requests from the Federal government. Employee evaluates long-range schedules and goals, determines priorities, and reassigns employees or changes work operations to accomplish the work. Major or long-term changes are discussed with the Section Chief or Director.

Budgeting - Employee develops budget recommendations for the unit based on the budget for the previous year and projected activities for the coming year. Recommendations and justification are submitted to the Section Chief for integration into the budget proposal for the section and the Division.

Training - Employee provides on-the-job training of new employees and training on procedural changes to existing employees. Employee recommends workshops and formal training sessions that may benefit employees in the unit.

Setting Work Standards - Employee establishes and maintains the work standards of the unit based on the policies of the Division and the requirements of the grants. Employee consults with and monitors the performance of employees in the unit.

Reviewing Work - Employee reviews the work of the unit in progress through discussions of problem situations as they arise. Employee reviews project reports upon completion to ensure that program and reporting guidelines are met.

Counseling and Disciplining - Employee discusses problem situations with the employees as they arise. Formal grievances or complaints are referred to the Section Chief with recommendations for resolution.

Performing Other Personnel Functions - Employee is involved in the interviewing process with the Section Chief and the Director and provides input as to hiring, firing, promotion, merit increments or disciplinary actions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Changes in Federal grant requirements and specifications impacts on long-term project goals and deadlines. As emergency situations arise in the energy conservation field, new programs and allocation procedures require that priorities be reviewed and program schedules and goals be redefined.

Variety of Work Supervised- Employee supervises a unit of employees involved in the development of energy conservation programs. Programs require the coordination and monitoring of contracts with community agencies to accomplish specific projects within the programs. Work requires the familiarity with energy conservation technology and the construction techniques required to accomplish specific projects.

Number of Employees Responsible For - Employees supervise 2 to 5 professional and support staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive guidance and instruction on new projects and programs as they are assigned. Problem situations are discussed as they occur to ensure conformance to agency and Division policies. Status reports and final reports are reviewed and integrated into grant monitor reports submitted to the Federal government.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Supervision of staff may require travel as employees are assigned to areas of the state.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Thorough knowledge of the regulations and requirements governing the grant funding and contract procedures. General knowledge of accepted bookkeeping and record keeping practices required by the Federal government. Knowledge of energy conservation technology and various techniques and enhancements performed to achieve cost savings. General knowledge of construction techniques and materials associated with energy conservation projects. Ability to communicate effectively in oral and written form. Ability to analyze work operations and establish priorities. Ability to organize and direct the work of professional level employees. Ability to train and evaluate the work of others. 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 three years of experience in administering grant contracts or supervising or performing energy conservation audit or construction projects; or an equivalent combination of education and experience.