

ENERGY PROGRAM SPECIALIST II.

Location: Montpelier, VT.

Reference # 27089

Overview

The Department of Public Service provides Evaluation, Measurement and Verification oversight of Vermont's Energy Efficiency Utilities (EEUs), who provide electric and thermal efficiency services to customers. This individual will serve as a manager of the technical verification of energy efficiency savings claimed by the EEUs. This is likely to include providing review of detailed savings calculations including engineering algorithms and other assumptions, providing metering and on-site verification of installations, and management of contractors to assist in verification efforts.

General Job Description

Professional, policy and technical work for the Department of Public Service involving the development, implementation, and evaluation of energy efficiency and renewable energy programs and projects. The Coordinator will assist with the development and implementation of program plans and budgets; develop and distribute program information; write and issue proposal solicitations, review proposals, and award funding; monitor and manage contract and grants; and prepare program and financial reports. Work is performed under the supervision of the Assistant Director of the Planning and Energy Resources Division

Minimum Qualifications

KNOWLEDGE SKILLS AND ABILITIES:

- Experience in administering contracts or grants.
- Working knowledge of energy efficiency and renewable energy technologies, and/or biofuel technologies.
- Knowledge of basic management, marketing, and financial principles.
- Knowledge of principles and practices of program planning and evaluation.
- Experience with communicating information to the general public, media, and/or state legislators.
- Competence with computers and their peripheral equipment.
- Working knowledge of MSWord, MSEXcel, MSOutlook.
- Ability to synthesize and interpret large quantities of diverse data.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in environmental or energy studies, economics, public policy or administration, or business.

Experience: Three years involving management, analysis or development of energy programs, and general knowledge of renewable energy, energy efficiency, and/or biofuel

technologies.

Education: Associate's degree in environmental or energy studies, economics, public policy or administration, or business.

Experience: Five years involving management, analysis or development of energy programs, and general knowledge of renewable energy, energy efficiency, and/or biofuel technologies.

Note: Additional experience as described above may be substituted for the bachelor's degree on a six months for a semester basis.

SPECIAL REQUIREMENTS:

n/a

Working Conditions

Work is performed in a standard office setting, with some required travel to meetings for which private means of transportation must be available. Some evening, weekend, and overtime work may be required. Extensive interaction with utility representatives, public interest groups, consultants, public and private organizations, and citizens will be expected.

Equal Employment Opportunity

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.

Who May Apply

This Energy Program Specialist II position, Ref # 27089, is open to all State employee and external applicants.

Please Note: This is a LIMITED SERVICE POSITION - thru 6/30/2012.

For more information regarding this position, please contact TJ Poor at 802-828-0544 or walter.poor@state.vt.us. Resumes will not be accepted via e-mail. You must apply online to be considered. <https://erecruit.per.state.vt.us/>

Tax Compliance Verification

In accordance with 32 V.S.A. Section 3113(i), when an applicant for State employment is determined to be a finalist for a position, s/he will be provided an Affidavit to sign attesting that s/he is in good standing with respect to all Vermont taxes due as of the date. The applicant's tax compliance will be verified with the Vermont Tax Department prior to any offer of employment. Please see Personnel Policy 12.12 - Tax Compliance for further information:

http://humanresources.vermont.gov/sites/dhr/files/pdf/policies_procedures/DHR-Policy_Manual.pdf#pagemode=bookmarks

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The Department of Public Service provides Evaluation, Measurement and Verification oversight of Vermont's Energy Efficiency Utilities (EEUs), who provide electric and thermal efficiency services to customers. This individual will design and manage process and impact evaluations of the EEUs, which may include contractor management, survey design, interpretation of survey results, compilation of data, and dissemination of results to a wide variety of stakeholders. Individual may also participate in negotiations with efficiency providers to develop corrective actions as required.

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