

**COUNTY OF CONTRA COSTA**  
Department of Human Resources



invites applications for the position of:

## Energy Manager

Bargaining Unit: Local 21 - Non-Supervisory Management

*An Equal Opportunity Employer*

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**SALARY:** \$54.27 - \$65.97 Hourly  
\$4,341.87 - \$5,277.57 Biweekly  
\$9,407.39 - \$11,434.74 Monthly  
\$112,888.68 - \$137,216.88 Annually

**DEPARTMENT:** Public Works

**OPENING DATE:** 09/21/21

**CLOSING DATE:** 10/19/21 11:59 PM

**THE POSITION:**



**Bargaining Unit: Local 21 - Non-Supervisory Management**  
**\*\*\*\*Filing Period Extended\*\*\*\***

Contra Costa County's Public Works Department is seeking a qualified candidate to fill an Energy Manager vacancy. This candidate will possess effective management and extensive experience in Distributed Energy Resources (DER) plans; planning energy maintenance, equipment replacement needs; as well as promoting and recognizing ongoing energy management efforts.

The Energy Manager is part of the Capital Projects Division of Public Works that is responsible for the management of complex architectural and engineering projects for County departments, including planning, designing, bidding and construction management. Working closely with the County's Sustainability Coordinator, the Energy Manager will be directly advising the Department in implementing DER plan initiatives in the County's facility and building portfolio.

The Public Works Department provides for the construction, maintenance, and improvement of infrastructure in unincorporated Contra Costa County and Flood Control District as well as County buildings and facilities.

**We are looking for someone who is:**

- Proficient with their management skills, with a clear understanding of Distributed Energy Resources Program;

- An effective communicator, who comes to work with a positive attitude and is a team player;
- Customer focused, with strong attention to detail;
- Able to demonstrate a high degree of ethics, integrity, and credibility;
- Able to manage multiple projects and communicate with key stakeholders;
- A strategic thinker that values input and contributions by team members.

**What you will typically be responsible for:**

- Planning, organizing, directing and reviewing work to implement the Distributed Energy Resource Plan
- Monitoring, tracking and securing available financial incentives and rebates from public utilities, local, state and federal government programs
- Managing operation and maintenance contracts with solar companies and electric vehicle infrastructure suppliers
- Performing energy studies to identify and prioritize DER projects
- Preparing cost/benefit analyses on energy related issues to assist with preparation of budgets for utilities and energy retrofits
- Reviewing and evaluating changes to new construction and remodel projects relating to energy use and recommending changes as needed and other related services
- Developing and conducting in-service training for managers, staff and the general public regarding energy use and efficiency

**A few reasons you might love this job:**

- You will have a flexible work schedule with great work/life balance
- You will have a role that is both creative and analytical and impacts the implementation the County's Climate Action Plan objectives
- You will have the satisfaction knowing that your work impacts your community and the well-being of the county.
- You will be working for a Division/Department that is known for employee satisfaction and camaraderie

**A few challenges you might face in this job:**

- You will be expected to balance multiple projects, priorities, and demands
- User departments can change scope, schedule and budgets, etc. such demands require flexibility and critical thinking
- Local government procurement processes and procedures could present challenges
- Balancing constraints from code enforcement officials and utility companies

**Competencies Required:**

- Analyzing & Interpreting Data: Drawing meaning and conclusions from quantitative or qualitative data
- Delivering Results: Meeting organizational goals and customer expectations and making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks
- Industry Monitoring: Grasping the external political, economic, competitive, and social factors affecting the industry
- Professional & Technical Expertise: Applying technical subject matter to the job
- Self-Management: Showing personal organization, self-discipline, and dependability
- Presentation Skill: Formally delivering information to groups
- Writing: Communicating effectively in writing
- Involving Others (Engaging Teams): Engaging others for input, contribution, and shared
- Leveraging Technology: Applying technology for improvements in organizational efficiency and effectiveness
- Strategic Thinking & Perspective: Evaluating immediate actions in context of achieving long range objective

To read the complete job description, please visit the website; [www.cccounty.us/hr](http://www.cccounty.us/hr)

The eligible list established from this recruitment may remain in effect for six months.

## TYPICAL TASKS:

## MINIMUM QUALIFICATIONS:

### Licenses Required:

1. Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

**AND,**

2. Possession of a valid Professional Engineer's License (P.E. License).

**Education:** Possession of a Bachelor's Degree from an accredited college or university with a major in Energy Management, Business Administration, Public Administration, Engineering, or a closely related field.

**Experience:** Four (4) years of full-time, or its equivalent, experience in energy management; including, developing, and implementing distributed energy resource measures (solar PV, energy efficiency, electric vehicle chargers, energy storage and demand management) for a multi-facility organization.

**Substitution for Professional Engineer's License:** Additional two (2) years of experience as noted above can be substituted for the required Professional Engineer's License.

### Desirable Qualifications:

- Working knowledge of State, Regional, and Local regulations as it relates to the energy field (Power Purchase Agreements, performance contracting)
- Experience working for a public agency, multi facility campus, and/or energy utility
- Experience constructing, operating, and maintaining solar PV and energy storage for multi facility organizations
- Experience giving formal presentations on energy subjects

## SELECTION PROCESS:

1. **Application Filing and Evaluation:** Applicants will be required to complete a supplemental questionnaire at the time of application, applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.
2. **Online Video Interview and Writing Assessment:** Candidates who possess the minimum qualifications will be invited to participate in an online video interview and writing assessment. The assessment will measure candidates' competencies as they relate to the Energy Manager classification. These may include, but are not limited to: Analyzing & Interpreting Data, Writing, Professional and Technical Expertise, Industry Monitoring, Presentation Skill, and Strategic Thinking & Perspective. (Weighted 100%)

**The Energy Manager online assessment is tentatively scheduled to take place via computer (remotely) on the third week of October 2021**

*The video and written assessment will be administered remotely using a computer or mobile device such as a tablet. You will need access to a reliable internet connection to take the assessment, as well as computer or mobile device with a camera. It is not recommended to take the assessment using a cell phone due to the writing component.*

The Human Resources Department may change the examination steps noted above in

accordance with the Personnel Management Regulations and accepted selection practices.

### **COVID-19 VACCINE REQUIREMENT**

Please note that as of August 24, 2021, Contra Costa County enacted a mandatory COVID-19 vaccine requirement for employees. Proof of full vaccination will be required of all employees, including new hires, no later than September 30, 2021. The policy requirements can be found here: <https://www.contracosta.ca.gov/DocumentCenter/View/72164/2021824-Mandatory-Vaccination-Policy-PDF?bidId=>

### **CONVICTION HISTORY**

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

### **DISASTER SERVICE WORKER**

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect.

Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

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Position #GBSA-2021A  
ENERGY MANAGER  
GD

[jobs@hrd.cccounty.us](mailto:jobs@hrd.cccounty.us)

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## **Energy Manager Supplemental Questionnaire**

- \* 1. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for the Energy Manager position and to assist the HR staff in assessing each applicant's qualifications. Your responses to the questionnaire will be used to better understand your relevant experience, education, and training to determine which applicants will be invited to participate in the next step of the recruitment process. Do not answer any of the questions by indicating "see attached application or see resume."  
 Yes
- \* 2. Do you possess a valid driver license?  
 Yes    No
- \* 3. If you indicated that you possess a valid drivers license, please provide your drivers license number below.

- \* 4. Do you possess a valid Professional Engineer's License (P.E. License)?  
 Yes  No
  
- \* 5. Do you possess a Bachelor's degree from an accredited college or university?  
 Yes  No
  
- \* 6. If you indicated that you possess a Bachelor's degree from an accredited college or university, please indicate your major from the list below. If you do not possess a Bachelor's degree from an accredited college or university, select N/A.  
 Energy Management  
 Business Administration  
 Public Administration  
 Engineering  
 A closely related field  
 N/A
  
- \* 7. If you indicated that you possess a Bachelor's degree from an accredited college or university in closely related field, please type in your major below. If you do not possess a Bachelor's degree from an accredited college or university, type N/A.
  
- \* 8. How many years of full-time (or its equivalent) experience do you possess in energy management; including, developing, and implementing distributed energy resource measures (solar PV, energy efficiency, electric vehicle chargers, energy storage and demand management) for a multi-facility organization?  
 7 or more years of experience as described  
 6 or more, but less than 7, years of experience as described  
 5 or more, but less than 6, years of experience as described  
 4 or more, but less than 5, years of experience as described  
 3 or more, but less than 4, years of experience as described  
 2 or more, but less than 3, years of experience as described  
 1 or more, but less than 2, years of experience as described  
 Less than 1 year of experience as described  
 I do not possess any experience as described
  
- \* 9. Do you possess working knowledge of State, Regional, and Local regulations as it relates to the energy field (Power Purchase Agreements, performance contracting)?  
 Yes  No
  
- \* 10. Do you possess experience working for a public agency, multi facility campus, and/or energy utility?  
 Yes  No
  
- \* 11. Do you possess experience constructing, operating, and maintaining solar PV and energy storage for multi facility organizations?  
 Yes  No
  
- \* 12. Do you possess experience giving formal presentations on energy subjects?  
 Yes  No
  
- \* 13. I am confirming that all statements made in this supplemental questionnaire and on

the application are accurate and true; and I understand that misstatements or omissions of material facts will result in being rejected from this recruitment process, or released from future employment with Contra Costa County.

Yes

\* Required Question