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Class Specifications
for the Class:

ENERGY-CONSERVATION COORDINATOR
(ENERGY-CONSERVATION COORD)

Duties Summary:

Plans, develops implements and coordinates the energy-conservation program for facilities under the jurisdiction of the Superintendent of Education and performs other related duties as required.

Distinguishing Characteristics:

This class reflects responsibility for developing energy conservation for all facilities and equipment controlled by the Department of Education (DOE). The work includes planning, developing and coordinating short- and long-range energy conservation including the development, establishment and continuing review of goals, objectives, policies, procedures and guidelines necessary to effectuate an effective energy-conservation program; the continual evaluation of all energy usage for the purpose of developing a systematic approach for ongoing energy-conservation improvements, developing an organized system of priorities, and establishing and deciding where key efforts are to be focused and pursued; and the assessment of individual energy-consuming equipment to identify problem areas in energy conservation and improvements needed in relation to usage, costs, policies and work environment needs and to identify equipment problems. Technical consultation is available from mechanical and electrical engineering specialists in designing specific energy-conservation measures (e.g. sizing of equipment, control modifications, lighting intensities, etc.). The position, however, requires sufficient knowledge and experience to review the designs prepared by the electrical and mechanical engineers for conformance with energy-conservation policies.

A position in this class works under the general direction of the division chief and the work is performed in accordance with applicable general administrative guidelines and policies and laws, rules and regulations relating to the program. Extensive person-to-person contacts within and outside the agency are maintained for the purpose of training and for explaining policies and methods to building managers and other key personnel.

Examples of Duties:

Plans and develops short- and long-range energy-conservation programs; defines and formulates operational goals, objectives, standards, policies and procedures; identifies and characterizes all energy-consumption equipment, devices and systems as to their current roles and functions to determine their true operations and justification; analyzes and evaluate energy-consumption data to identify areas of high-energy consumption to determine if corrective measures or conservation efforts should be programmed; develops a schedule of energy-conservation tasks to evaluate the effectiveness of energy-consuming equipment, devices and systems including but not limited to the following--lighting devices, ventilation devices, air and space conditioning equipment, water-heating equipment, power-distribution equipment and equipment motors; conducts periodic resurveys to update or develop new schedules of energy-conservation tasks; develops a uniform system to measure levels of effectiveness of energy-conservation measures to evaluate energy cost savings; participates with DOE design, repair and alteration personnel in the review of plans and specifications relating to energy-conservation measures; develops graphics and other illustrative materials to convey energy-conservation concepts to target personnel and building occupants; establishes energy-conservation committees for each building to assist in the monitoring and evaluation of progress, to generate ideas and to enlist continued support for energy-conservation programs; makes presentations of program operations and problems to pertinent groups and carries out related public information activities; conducts and/or participates in various community and staff meetings; reviews and analyzes proposed legislation and recommends appropriate action; conducts training, as required; prepares correspondence and reports.

Knowledge and Abilities Required:

Knowledge of: Energy and fuel conservation methods; air conditioning, electrical and lighting systems; basic research and evaluational techniques; basic principles of thermodynamics, properties of materials and mechanics; report writing.

Ability to: Develop comprehensive plans for energy-conservation programs; review engineering designs and drawings; conduct training activities; conduct operational analysis, identify problem areas and recommend corrective action; prepare clear and concise reports; make effective oral presentations to groups and individuals; and deal effectively with others.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes ENERGY-CONSERVATION COORDINATOR, 8B.851 by the Department of Education Civil Service system.

DATE APPROVED: OCT 24 2006

EFFECTIVE DATE: JUL 1 2005

for Gerald Okamoto
Assistant Superintendent
Office of Human Resources