



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## Residential Energy Services Engineer Burlington Electric Department

**POSTING DATE:** September 11, 2014  
**RATE OF PAY:** \$48,678 - \$79,801 DOE  
**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** September 29, 2014  
**POSITION STATUS:** Regular Full Time  
**CLASSIFICATION GRADE:** A04

### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for working with Burlington's customers, primarily residential, and with the Burlington energy professional community in presenting and delivering energy services, energy efficiency, and load-response and in-home and in-facility programs.

#### ESSENTIAL FUNCTIONS:

- Provides supervision of current and future energy efficiency and load-response and "in-home and facility" programs developed for residential and other customers as required, including developers and owners of multi-family buildings.
- Responds to customer questions concerning efficient energy usage, energy-efficiency and load response and "in-home and facility device" improvements.
- Performs field inspections and audits of single and multi-family customer facilities to evaluate building equipment and systems, including building envelope, lighting, heating, ventilation, air conditioning, vehicle charging and electrical control systems to identify and assess energy-saving and control opportunities using engineering principles and practices.
- Reviews construction plans for compliance with Burlington Energy Efficiency Guidelines and works closely with the Department of Public Works Inspection Division to help construction and renovation projects achieve and surpass compliance with codes.
- Works closely with customers, their architects, engineers and equipment vendors to evaluate energy saving and load management opportunities in construction designs.
- Develops, modifies and uses spreadsheet analyses, building simulation modeling and other tools to evaluate system designs and changes affecting energy consumption and demand.
- Performs project financial analysis, including cost estimating and cash flow analysis to determine simple payback, life-cycle cost, benefit/cost ratios, net present value and other financial indicators.
- Prepares verbal and written summary reports addressed to customers and others detailing estimates available from changes in customer building designs, existing equipment, systems or operating and maintenance procedures and financing options.
- Assists in interpreting and modifying the energy efficiency guidelines for the City of Burlington.
- Provides technical support and field inspections for the Minimum Rental Housing Energy Efficiency Standards Ordinance.
- Prepares or arranges for the provision of equipment and installation specifications when required, including for the installation of public electric vehicle charging stations.
- Serves as project manager; manages requests for proposal (RFP) and scopes of work, including but not limited to preparing, awarding, and reviewing work products prepared by consulting engineers and other contractors, etc; provides inspection of installations, coordination of payment disbursements, and mediation of contract disputes when necessary.
- Oversees contract specialists, field assistants, and student interns as required.
- Assists in coordinating demand-side, advanced metering and load management programs.
- Coordinates electric vehicle charging administration: maintains program databases and other program management software and related contracts as required.
- Coordinates customer education efforts and presents BED programs to the public in a variety of forums.
- Assists the Director of Energy Services in modifying ongoing demand-side program design and in designing future DSM, advanced metering and load management and electric vehicle program efforts.

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree in Electrical or Mechanical Engineering or a related degree and 3 years of relevant experience is required.
- Familiarity with demand-side management, load management and load control, energy efficiency techniques, and performing energy-saving cost/benefit analysis is required.
- Knowledge of heating, ventilating, air conditioning, electrical equipment and electric control technology is required.
- Familiarity with building design process, construction documents and building codes is required.
- Ability to obtain and maintain a valid VT driver's license is required.
- Experience with capital financing, negotiation and management of contracts preferred.
- Ability to communicate complex concepts and contractual expectations effectively both orally and in writing is required.
- A demonstrated ability to maintain and improve service to internal and external customers is required.
- Ability to perform thorough investigations of customers' facilities including crawl spaces, roof hatches, towers, mechanical chase-ways and closets is required.
- Ability to work in close proximity to electrical voltages up to 480 volts is required.
- Ability to work in a team environment along with the ability to work with minimal supervision is required.
- Ability to operate fluently in a Windows based environment using word processing and spreadsheet software is required.
- Demonstrated analytical ability and attention to detail is required.
- Familiarity with building and equipment modeling software is preferred.
- Professional experience with residential, commercial / industrial wiring is preferred.
- Having or having the ability to obtain a VT master electrician's license is preferred.

**To Apply:** Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.