



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 2071

NATIONAL GUARD ENERGY CONSERVATION PROGRAM MANAGER

GRADE M

SCOPE OF WORK:

Work involves providing technical and professional energy project design and program management services to the North Dakota Adjutant General and staff, enabling the North Dakota National Guard (NDNG) to meet or exceed federal and state energy reduction and conservation policy mandates.

DUTIES PERFORMED:

- Coordinate with the Director of Facilities Engineering, other directors or commands, local, state, and federal agencies to develop and maintain a comprehensive statewide energy management program.
- Analyze energy efficiency of existing building systems; research and design energy efficiency improvements; monitor cost savings.
- Provide recommendations to the Adjutant General and Director of Facilities Engineering regarding establishment of policies and programs consistent with state and federal energy directives and policies.
- Advise the senior leaders of the NDNG on methods and procedures to manage and conserve organizational energy consumption.
- Supervise the energy management program and monitor energy consumption; assess the condition of all building utility systems; analyze energy utilization and consumption of buildings and installed equipment; recommend methods for reducing energy consumption to the Adjutant General and Director of Facilities Engineering.
- Review construction documents for compliance with national and state energy standards and national and local building codes.
- Prepare project proposals for funding under special energy conservation programs and serve as the Adjutant General's representative for energy conservation with the National Guard Bureau and other state agencies.
- Prepare all energy-related responses, reports, requests for information, inspections, and surveys.
- Develop time, budget, manpower, and resource estimates required for energy project design and planning while identifying applicable constraints.
- Develop scope of work; solicit and supervise private sector energy audit contractors to conduct large scale building energy audits.
- Conduct in-house energy audits for building systems and equipment; utilize audit results to develop cost analysis, project design and contract documents to support audit recommendations.

- Supervise and coordinate the activities of various federal, state, local and private organizations during design, development, and implementation of statewide energy conservation projects to ensure the projects meet the needs of the North Dakota National Guard and the State of North Dakota.
- Evaluate proposals and recommend selection of private sector engineering firms for energy conservation projects.
- Produce in-house designs, contract documents and cost estimates for energy related maintenance and repair projects.
- Solicit building occupant input to determine energy conservation projects; prepare contract construction documents; perform project inspections and oversee private contractor work.
- Supervise and coordinate the activities of an energy management team and energy awareness programs; assign tasks, monitor schedules and workload, and manage deadlines for project groups composed of representatives from other agencies, independent contractors, and in-house staff.
- Maintain knowledge of new energy conservation, regulatory and enforcement standards through research and liaison with regulatory government agencies and energy companies.
- Establish new utility contracts and review existing utility contracts to ensure appropriate technical and rate provisions are used.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in engineering or architecture and three years of closely related work experience that included design, management, and maintenance of mechanical and/or electrical building systems; and application of building and energy codes.

Eff. Date: 01/08

Rev: 07/12 – Conversion to Hay System

Rev: 08/12 – Updated scope of work, duties performed, and grade

Rev: 08/16 – Revised minimum qualifications