

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

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| Classification: Mechanical Engineer | Position No. 420-3583-xxx |
| CBID: R09 | Office: Existing Buildings and Compliance |
| Date Prepared: October 16, 2017 | Division: Efficiency |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

The Mechanical Engineer is under the direction and supervision of the Energy Resources Specialist III (Supervisory) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent will independently perform engineering tasks and prepare detailed energy efficient engineering analysis, technical studies, and investigations for residential and nonresidential building design and program implementation. The incumbent serves as a technical resource person to provide advice for development of residential and nonresidential efficiency building projects and makes recommendations on specific engineering problems to determine the societal costs and benefits of energy efficiency programs.

WORKING CONDITIONS: The work is typically performed in an indoor office and meeting room setting involving sitting, standing, and walking, but may involve occasional outdoor work to evaluate energy using equipment and systems. Work area is well lighted and ventilation is adequate. The noise level may be high. Some travel is required to attend off-site meetings or participate in conferences, workshops, and hearings. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 20% Develop, implement, and enforce a responsible contractor policy to ensure that retrofits meet high-quality performance standards and reduce energy savings lost or foregone due to poor-quality workmanship. Develop, implement, and enforce consumer protection guidelines for energy efficiency products and services. Provide engineering analysis and technical support, including planning, organizing, and conducting engineering analyses, compliance studies, and policy recommendations related to compliance and enforcement of the Building Energy Efficiency Standards (Energy Standards). (E)
- 20% Perform engineering research work to support the development of energy analysis in the area of buildings: including the building envelope (wall and roof assemblies), package HVAC systems, lighting, integration of systems in buildings, development of Standards and compliance manual information for building systems and water heating. (E)
- 20% Prepare technical responses to difficult correspondence and phone inquiries about building designs, drawings and specifications from building officials and the building industry requesting assistance in checking building plans. Respond to requests for technical engineering assistance and information from the public, governmental agencies, utilities,



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- and other organizations interested in energy efficiency policy, programs, and technologies. (E)
- 15% Serve as a technical resource person and provide professional engineering advice and prepare and present expert witness testimony on complex residential and nonresidential building design questions and manage complex engineering contracts to develop building designs and specifications. . (E)
- 10% As contract manager, responsibilities will include preparation of RFP's, conduct bidders' conferences, bidder evaluation and selection, negotiation of work statements, deliverables, financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 5% Represent the Energy Commission by attending workshops, hearings, and conferences on issues associated with the Energy Standards and its related programs. Present oral testimony and present conclusions and recommendations before the Commission, other government agencies, industry organizations, stakeholders, and other public forums. Review reports and process administrative documents for Energy Commission Business Meetings, organize. Occasional travel may occur to perform these duties. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

| SIGNATURES | |
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| I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position | |
| <div style="border-top: 1px solid black; margin-top: 10px;"> <p>Vacant Date</p> <p>Mechanical Engineer</p> </div> | <div style="border-top: 1px solid black; margin-top: 10px;"> <p>Lea Haro Date</p> <p>Energy Resources Specialist III (Supervisory)</p> </div> |