

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Mechanical Engineer	<b>Position No.</b> 420-3583-020
<b>CBID:</b> R09	<b>Office:</b> Existing Buildings and Compliance
<b>Date Prepared:</b> February 1, 2017	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Mechanical Engineer is under the direction and supervision of the Energy Commission Supervisor II (Efficiency) in the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent independently performs engineering tasks and prepares detailed energy efficient engineering analysis, technical and feasibility studies, and investigations for residential and nonresidential building design and program implementation related to high-quality performance standards. The incumbent serves a key role in implementing Senate Bill 350 (2015), which requires the Energy Commission to adopt, implement, and enforce responsible contractor policies to ensure that building energy efficiency retrofits meet high-quality performance standards and reduce energy savings lost or forgone due to poor-quality workmanship, and to establish consumer protection guidelines for energy efficiency products and services. 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.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room, and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in kick-off meetings, workshops, and hearings. 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 Microsoft Office (Word, Excel, Outlook, and PowerPoint), 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. Provide engineering analysis and technical support including planning and organizing engineering projects related to the responsible contractor policy and to compliance and enforcement of the Building Energy Efficiency Standards (Standards). Work with California utilities and other stakeholders to identify ways to introduce new, high-quality performance standards into incentives programs, and consider the value in adopting these new standards into the California Building Energy Efficiency Standards and/or the California Green Building Standards. (E)
- 20% Perform engineering research work to establish a quantitative baseline and tracking data system. Vet the design and implementation of the quantitative baseline and tracking data system in a public proceeding to identify potential unintended consequences before the system is implemented, and obtain stakeholder feedback on how the proposed system can

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be improved to increase the value of the data that it provides to the market and to state and local agencies, and ensure it is non-intrusive, low cost, reliable, and secure. (E)

- 15% Lead and/or participate in the development of consumer protection guidelines for energy efficiency products and services. Consult with the California Public Utilities Commission to identify energy efficiency products and services that may be good candidates for consumer protection guidelines. Publicly vet guidelines and encourage the implementation of them in utility incentives programs. Prepare consumer outreach materials to explain the consumer protection guidelines and benefits to consumers. Consider adoption of the consumer protection guidelines in the Building Energy Efficiency Standards. (E)
- 10% Prepare complete engineering responses to difficult correspondence and phone inquiries about compliance tracking, and building designs, drawings and specifications from building officials, the building industry requesting assistance in checking building plans, and from consumers. (E)
- 10% 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 compliance tracking software, building designs, and building specifications. (E)
- 10% As contract manager, responsibilities 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% Respond to requests for technical engineering assistance and information from the public, governmental agencies, utilities, and other organizations interested in energy efficiency policy, programs, and technologies, and present conclusions and recommendations to the Commission, other governmental agencies, stakeholders, the public, and industry organizations. (E)
- 5% Organize, conduct, and participate in workshops, hearings, conferences, briefings and training sessions. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

**SIGNATURES**

**I Certify that I Am Able to Perform, with or without the Assistance of a Reasonable Accommodation, the Essential Job Duties Of This Position**

<p>_____  <b>Vacant</b>          Mechanical Engineer</p>	<p>_____  <b>Lea Haro</b>          Energy Commission Supervisor II (EFF)</p>
Date	Date

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**Current/Proposed**

