



County of Riverside Facilities Utility Management Coordinator

SALARY	\$31.18 - \$44.32 Hourly \$5,404.50 - \$7,682.15 Monthly \$64,853.98 - \$92,185.81 Annually	LOCATION	Riverside
JOB TYPE	Regular	JOB NUMBER	23-76124-01
DEPARTMENT	Facilities Management	DIVISION	FM-Energy
OPENING DATE	05/18/2023	CLOSING DATE	6/19/2023 11:59 PM Pacific

ABOUT THE POSITION



COUNTY OF RIVERSIDE FACILITIES MANAGEMENT

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The County of Riverside's Facilities Management Department has an exciting opportunity for a Facilities Utility Management Coordinator to join their Energy Management Division in Riverside!

Please note that "Facilities Utility Management Coordinator" is a working title for the classification of "Facilities Energy Management Coordinator" as this particular vacancy will have a focus on utility conservation and management.

The Utility Management Coordinator will report directly to the Deputy Director of Facilities Management and, under general administrative direction, will plan, develop, coordinate, and implement a program of utility conservation. They will also supervise and support projects and control measures which assure utility-efficient operations in county facilities and ensure utility rates for all buildings are correct and the best available.

Additional responsibilities will include researching and applying for grants, subsidies, and programs which promote sustainability, energy conservation, reduced carbon footprint, and more efficient methods of utility management (best practices). Utilities will include Energy (including renewable energy), water, natural gas, and waste management.

The department is looking for candidates with extensive knowledge of energy industry standards as they relate to illumination, indoor air quality, heat transfer, and insulation. Those with project management experience, specifically experience with Energy Service Company (ESCO) projects, are encouraged to apply!

Extremely competitive candidates will also possess:

- Certified Energy Manager (CEM) certification.
- Public Sector experience.
- Experience with reviewing utility billings and other financial documents/reports that relate to energy consumption and utilization.

- Facilities management experience.
- Understanding and practical knowledge of TITLE 24, ASHRAE, and CBC guidelines and standards.

Meet the Team!

Riverside County Department of Facilities Management provides property management and operations services for county owned and leased facilities throughout the 7,200 square miles of Riverside County and over 14 million square feet of space. The department is responsible for keeping county buildings safe, comfortable and productive for both county staff and the public.

EXAMPLES OF ESSENTIAL DUTIES

- Coordinates the implementation of a countywide computerized energy management system; operates the central monitoring system; instructs staff at field locations to operate energy management equipment.
- Maintains systems software and hardware; implements revised or new software programs in existing systems; conducts, reviews and evaluates a wide variety of energy proposals, studies, audits, specifications and equipment.
- Writes and prepares a wide variety of energy-related reports and recommendations; develops recommendations in energy policies for County facilities.
- Reviews monthly utility billings to assure that the County is receiving the best possible rates.
- Advises the Division of Building Maintenance on the methods and equipment available to reduce energy consumption.
- Recommends acquisition of energy efficient equipment; researches and recommends alternate energy sources; represents the County at meetings and seminars on energy usage and economy.
- Develops recommendations for the County's utilities budget; researches and applies for grants, rebates and other funding sources for energy savings projects.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a Bachelor's degree in engineering, architecture, systems management, business or public administration or a closely related field. (Additional qualifying experience may be substituted for the required education on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

****If qualifying with educational units, copies of your degree/transcripts MUST be uploaded with you application by the closing date of this posting or you will not be considered. Please see "Supplemental Information" below for complete guidelines.****

Experience: Two years of experience in organizing and coordinating the implementation of energy conservation programs, operating computerized energy management hardware and software systems, or planning and controlling utilities usage for large, multi-facility organizations, preferably with county, state or city governments.

Highly Desirable Qualifications Include:

- Certified Energy Manager (CEM) certification.
- Public Sector experience.
- Experience with reviewing utility billings and other financial documents/reports that relate to energy consumption and utilization.
- Facilities management experience.
- Project management experience, specifically experience with Energy Service Company (ESCO) projects.
- Understanding and practical knowledge of TITLE 24, ASHRAE, and CBC guidelines and standards.

Other Requirements:

License: Possession of a valid California Driver's License is required.

Knowledge of: Building systems and nexus with maintenance operations; energy technology; energy audit practices; funding sources for energy-saving projects; mechanical and electrical engineering practices; computer applications for energy management and control systems.

Ability to: Analyze data and develop sound recommendations based on quantitative and statistical analyses; ability to articulate; advise leadership of vision, means, and method to reduce energy consumption; develop and implement conservation measures; help create a culture in the realm of efficient and proper energy usage and conservation for the present and future; design and conduct studies of energy use; develop plans for cost-savings of utilities usage; develop, plan and implement a comprehensive energy conservation policy and county-wide program; communicate effectively orally and in writing; and perform computer programming functions in support of operations.

SUPPLEMENTAL INFORMATION**Veterans' Preference:**

The County has a [Veterans Preference Policy](#). ([Download PDF reader](#)). Upload a copy of your (or your spouse's) Member-4 Form DD-214 (or NGB-22) indicating dates of service, and a copy of your spouse's letter of disability (if applicable) with your application by the application deadline. For privacy reasons, it is recommended that you remove your social security information from the document(s). A Human Resources Representative will review the materials and determine if you qualify for veterans' preference.

What's Next?

This recruitment is open to all applicants. Applicants who are current employees of the Riverside County Facilities Management department may be considered before other applicants depending on the volume of applications received.

Qualified applicants may be considered for future vacancies.

Based on the number of applications received, this posting may close without notice. Applications received prior to the closing date will be considered based on the information submitted. Changes or alterations cannot be accepted. No late applications will be permitted. Include relevant work experience details on resume and/or application.

Applicants who fail to provide information demonstrating they possess the position requirements may not be considered further in the application process. A description of job duties directly copied from the job classification or job posting will not be considered.

Education Requirement:

Upload a copy of any license(s), official/unofficial transcript(s), degrees, and/or related employment documents to your

NeoGov account. If your education was completed outside of the United States, you will need to provide a copy of your Foreign Education Equivalency evaluation from a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE).

Please read and follow any special application instructions on this posting. If available, use the 'Apply' link located on this page to submit your application. For instructions on the application process, examinations, Veteran's preference, pre-employment accommodation or other employment questions, please refer to our web site, www.rc-hr.com. All offers of employment are contingent upon meeting the medical and background standards of the position. A pre-employment physical examination and background check are required. For further information regarding this posting, contact: **Alyssa Wallace**, or send an email to AlyssaWallace@RIVCO.ORG.

Agency

County of Riverside

Address

County Admin. Center P.O. Box 1569
4080 Lemon St., 7th floor
Riverside, California, 92502-1569

Phone

(951) 955-3500

Website<http://www.rc-hr.com>**Facilities Utility Management Coordinator Supplemental Questionnaire*****QUESTION 1**

I affirm that my answers to the following questions are truthful and accurate to the best of my knowledge. I also understand that my answers will be verified with the information I have provided in my application.

- ☐ Yes
☐ No

***QUESTION 2**

I acknowledge that I am required to provide proof of my degree or a copy of my transcript(s) as verification of educational units completed prior to the closing date of the job posting. (Official and unofficial transcripts will be accepted. If your education was completed outside of the United States, you will need to provide a copy of your Foreign Education Equivalency evaluation.)

- ☐ Yes
☐ No

***QUESTION 3**

Select the answer that best describes your current driver license status:

- ☐ I have a valid California Class C license.
☐ I am able to obtain a valid California driver license.
☐ I currently have a valid out-of-state driver license, and am able to obtain a valid California driver license.
☐ I do not have and/or I am not able to obtain a California driver license.

***QUESTION 4**

Are you a current or temporary County of Riverside employee with the Facilities Management department?

- ☐ Yes
- ☐ No

***QUESTION 5**

How many years of experience in organizing and coordinating the implementation of energy conservation programs, operating computerized energy management hardware and software systems, or planning and controlling utilities usage for large, multi-facility organizations do you have?

- ☐ None
- ☐ Less than 12 months
- ☐ At least 1 year but less than 2
- ☐ At least 2 years but less than 3
- ☐ At least 3 years but less than 4
- ☐ At least 4 years but less than 5
- ☐ 5 or more years

***QUESTION 6**

What is your highest level of education from a recognized college in engineering, architecture, systems management, business or public administration or a closely related field?

- ☐ None of these
- ☐ My education does not include the accounting specialization.
- ☐ Less than 30 semester or 45 quarter units
- ☐ At least 30 semester or 45 quarter units
- ☐ At least 60 semester or 90 quarter units
- ☐ At least 90 semester or 135 quarter units
- ☐ At least 120 semester or 180 units
- ☐ I have my Associates degree
- ☐ I have my Bachelors degree
- ☐ I have my Masters degree
- ☐ I have my Doctorate degree

***QUESTION 7**

Are you a Certified Energy Manager (CEM)? (Please provide proof with your application by the posting closing date)

- ☐ Yes
- ☐ No

***QUESTION 8**

How many years of experience with Energy Service Company (ESCO) projects do you have?

- ☐ None
- ☐ Less than 12 months
- ☐ 1 year or more, but less than 2
- ☐ 2 years or more, but less than 3

- ☐ 3 years or more, but less than 4
- ☐ 4 years or more, but less than 5
- ☐ 5 years or more, but less than 6

***QUESTION 9**

How many years of experience do you have working with TITLE 24, ASHRAE, and/or CBC guidelines and standards?

- ☐ None
- ☐ Less than 12 months
- ☐ 1 year or more, but less than 2
- ☐ 2 years or more, but less than 3
- ☐ 3 years or more, but less than 4
- ☐ 4 years or more, but less than 5
- ☐ 5 years or more, but less than 6

* Required Question