

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Mechanical Engineer	Position No. 420-3583-021
CBID: R09	Office: Existing Buildings
Date Prepared: March 10, 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 Office of the Efficiency Division. The incumbent will perform mechanical engineering work to identify opportunities for making energy efficiency improvements in the mechanical systems for existing buildings programs, and to evaluate the impacts of these improvements in terms of energy savings, climate change mitigation, installation and operating cost, cost-effectiveness, water use, occupant comfort and building functionality as it relates to the “reach” efforts and the development and implementation of the Existing Buildings Program. A focus of this position will be multifamily residential buildings. The incumbent serves in a key role in implementing Assembly Bill 802 (2015) and Senate Bill 350 (2015). AB 802 requires the Energy Commission to implement a building energy data access and benchmarking program. Under this program, California building owners have access to building-level energy use data, and some owners will be required to benchmark and report the energy performance of their buildings to the California Energy Commission, which will make this information public. SB 350 requires the Energy Commission to work with utilities, agencies, other stakeholders, and the public toward achieving a doubling of forecasted energy efficiency savings in final end uses of retail customers.

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:

60% Provide engineering analyses to support the Existing Residential Buildings Unit’s efforts under the Existing Buildings Program, and in particular, the strategies of Assembly Bill 802 and the Senate Bill 350 / Assembly Bill 758 Existing Buildings Energy Efficiency Action Plan (which includes AB 802 benchmarking). Support the development of energy efficiency targets consistent with the Action Plan, and help develop recommendations for the Integrated Energy Policy Report (IEPR) that achieve desired results, including regular course corrections towards meeting the goal of doubling of forecasted energy efficiency savings in final end uses of retail customers. Conduct engineering research and analysis, provide technical assistance, and coordinate efforts among Energy Commission staff, other State and local agencies, stakeholders, and the public to increase energy efficiency of the existing building stock, including multifamily residential buildings (AB 802). Assignments



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- may include, but are not limited to: analyze and facilitate improvements in energy efficiency programs; prepare complete and comprehensive engineering reports; evaluate designs and specifications for mechanical systems such as heating, ventilating, and air conditioning (HVAC); determine the engineering specifications required for building energy efficiency measures (i.e., lighting, HVAC, thermal mass) to be incorporated into calculation methods. Perform engineering evaluation of the economic impact and energy savings of alternative building designs to verify cost effectiveness. Perform difficult engineering tasks and prepare detailed energy efficient engineering analysis, technical studies and investigations for building design. Occasional travel may occur in order to perform this task. (E)
- 10% Provide engineering support to the development of energy analysis computer programs and to determine the engineering assumptions included in applications for approval of new calculation methodologies and energy analysis computer programs which determine compliance with the Existing Buildings Program. (E)
- 10% Serve as a technical resource person and provide professional engineering advice and prepare and present expert witness testimony on complex building design questions and manage complex engineering contracts to develop and analyze existing building designs and specifications. Prepare complete responses to difficult engineering correspondence and telephone inquiries about building designs, drawings and specifications. Occasional travel may occur in order to perform this task. (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% 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			
<div style="border-top: 1px solid black; margin-top: 5px;"> <p>Vacant _____ Date</p> <p>Mechanical Engineer</p> </div>	<div style="border-top: 1px solid black; margin-top: 5px;"> <p>Vacant _____ Date</p> <p>Energy Resources Specialist III (Supervisory)</p> </div>		