

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Mechanical Engineer	Position No. 410-3583-xxx
CBID: R09	Office: Appliances and Outreach and Education
Date Prepared: September 19, 2017	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Mechanical Engineer is under the direction and supervision of the Energy Commission Supervisor II (Efficiency) in the Appliances and Outreach and Education Office of the Efficiency Division. The incumbent will independently perform difficult engineering tasks and prepare detailed energy efficient mechanical engineering analysis, technical studies and investigations for existing residential, nonresidential, and covered process building and system design. The incumbent serves as a technical resource and subject matter expert person in the Outreach and Education Unit to provide interpretation and training on the residential and nonresidential building energy efficiency standards, and makes recommendations on specific mechanical engineering problems related to building energy efficiency standards implementation. The incumbent will also serve as a primary contact for stakeholders and other government entities when responding to technically complex inquiries and when providing technical assistance and training.

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% Perform a wide variety of field and office mechanical engineering assignments pertaining to mechanical engineering design for, and compliance with, the building energy efficiency standards. Prepare complete and comprehensive engineering reports that include engineering specifications for residential and nonresidential building efficiency measures, incorporating calculation methods. Evaluate the economic impact and energy savings of alternative building designs and technology for the development of energy analysis computer programs and for determining the impact of energy efficient building design. (E)
- 20% Perform difficult mechanical engineering research work and develop technical educational materials to support implementation of the building energy efficiency standards and energy analysis computer programs used for determining compliance with the residential and nonresidential building regulations. (E)
- 20% Prepare complete mechanical engineering responses for highly technical correspondence, email, and phone inquiries about building designs, drawings and specifications from building officials and the building industry. (E)

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- 15% Serve as a technical resource and subject matter expert, advise management and Commissioners, provide professional engineering advice, and prepare and present expert witness testimony on complex residential and nonresidential building design issues. (E)
- 10% Respond to requests for technical engineering assistance and information from the public, governmental agencies, utilities, and other organizations interested in energy efficiency regulations, resources, policy, programs, and technologies. (E)
- 10% Organize, conduct, and participate in workshops, business meetings, 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

<hr/> Vacant Mechanical Engineer	<hr/> Christopher Olvera Energy Commission Supervisor II (EFF)
Date	Date