

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Mechanical Engineer	Position No. 420-3583-018
CBID: R09	Office: Existing Buildings and Compliance
Date Prepared: December 16, 2016	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Mechanical Engineer is under the general direction of the Energy Commission Supervisor II (EFF) in the Existing Nonresidential Buildings Unit of the Existing Buildings and Compliance 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 each of the comprehensive programs for existing nonresidential buildings, and 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 (Assembly Bill 758) Program.

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 conferences, 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 word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

50% Provide engineering analyses to support the Existing Nonresidential Buildings Unit's efforts under the Existing Buildings Program, and in particular, the strategies of the Existing Buildings Energy Efficiency Action Plan, focusing on nonresidential buildings. Conduct engineering research and analysis, provide technical assistance, and coordinate efforts among Energy Commission staff, other State and local agencies, and stakeholders, to increase energy efficiency of the existing building stock. Assignments may include, but are not limited to: analyze and facilitate improvements in nonresidential 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 nonresidential building design. Occasional travel may occur in order to perform this task. (E)

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- 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% Prepare complete responses to difficult engineering correspondence and phone inquiries about building designs, drawings and specifications. Provide engineering review of building plans for 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. Occasional travel may occur in order to perform this task. (E)
- 10% 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. (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>_____ Vacant Mechanical Engineer</p>	<p>_____ Abhilasha Wadhwa Energy Commission Supervisor II (EFF)</p>
Date	Date