

TITLE OF POSITION: Energy Services Administrator

SALARY RANGE: Range 76 (\$66,990.72 to \$94,261.92)

SUPERVISORY RELATIONSHIP:

This position is supervised by the Customer and Energy Services Manager. This position directly supervises the Energy Services Specialist.

ESSENTIAL FUNCTIONS:

- Plan, develop and implement energy management programs for residential, commercial and industrial customers of Central Lincoln.
- Develop an in-plant conservation and energy management program for all Central Lincoln offices.
- Ensure that programs meet the objectives and quality requirements of Central Lincoln.
- Assist customers with questions and/or complaints regarding Energy Services Department activities and responsibilities to the public, ensuring that customers receive prompt and courteous attention to their concerns.
- Exchange information on a regular basis regarding energy services programs with other utilities and State, County, National and local energy officials.
- Analyze all current and proposed legislation pertinent to energy management and assess its validity as well as its impact on Central Lincoln policies and operations.
- Develop guidelines and coordinate all Central Lincoln activities required to comply with the Energy Conservation Provisions of the National Energy Act.
- Promote the wise use of energy in all sectors.
- Assist in the development, planning and distribution of advertising media relating to energy services.
- Coordinate and plan Central Lincoln energy-related activities and events.
- Coordinate with local school districts to educate students and teachers on energy issues, efficiency and usage.
- Assist in the production and distribution of public information.
- Promote Central Lincoln as a high quality, customer and energy services organization.
- Assist in the implementing of Central Lincoln advertising that promotes various services and knowledge of Central Lincoln.
- Coordinate and plan Central Lincoln activities relating to events such as Public Power Week.
- Other tasks as may be assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrated ability to work effectively with associates, contractors and the general public.
- Demonstrated ability to effectively meet people and possess good oral and written communication skills.
- Requires knowledge of Federal and State laws and regulations pertaining to energy, established energy management practices, trends and current industry energy management plans.
- Knowledge of energy use, equipment, measurements, etc.
- Ability to properly manage confidential information and material.
- Basic knowledge of electric utility operation.

PHYSICAL AND MENTAL DEMANDS:

- Maintains full alertness and concentration at all times.
- Interacts well with co-workers, especially when working in stressful situations.
- Adequate vision required to operate a motor vehicle; and able to judge red, green and yellow traffic lights adequately to drive on highways.
- Able to read small print on written material and computer screen.
- Able to sit six to eight hours during the day.
- Able to manually enter data or information into data bases.
- Hears spoken conversation well while working with co-workers, customers and on the telephone.
- Speaks clearly when communicating by telephone and in person.
- Able to lift 0 to 10 lbs. continuously and 40 lbs. occasionally.
- Twisting associated with tasks performed at workstation and in records keeping.
- Able to operate Central Lincoln vehicle for extended periods of time for travel to work sites, Central Lincoln offices and out of District.

WORKING CONDITIONS:

- Well-lit, temperature-controlled office building or field work outdoors.
- When travelling on Central Lincoln business, subject to outside weather/driving conditions.

EXPERIENCE AND TRAINING:

- A college degree in Engineering or Energy Management; or at least five (5) years' experience as a supervisor or manager in the energy field.

OTHER REQUIREMENTS

- Requires a high standard of personal hygiene and grooming.
- Must possess or be able to obtain a valid Oregon driver's license.