



CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 591337**

**Office Title:** Energy Analyst

**Civil Service Title:** Associate Staff Analyst **Title Code No:** 12627 **Level:** NA

**Salary:** \$70,611 - \$85,000

**Number of Positions:** 1

**Work Location:** Randall's Island, Manhattan

The Building Optimization Team is a dedicated team of energy staff within Citywide Services Operations. Citywide Services Operations is part of DPR's Citywide Services Division at Randall's Island Garage.

### **Major Responsibilities**

- Under direction of the Assistant Commissioner for Citywide Services and reporting to the Agency Energy Manager, coordinate with the Department of Citywide Administrative Services (DCAS) Division of Energy Management (DEM) to achieve the Greenhouse Gas (GHG) reduction goals of PlaNYC at Parks' recreation centers, ice rinks, swimming pools and other facilities.
- Help track energy usage throughout Parks facilities; identify and calculate simple payback of potential energy conservation measures (ECM).
- Oversee various energy efficiency projects being implemented by in-house trades and contractors.
- Coordinate and oversee agency's participation in Demand Response Programs.
- Evaluate potential renewable energy opportunities.
- Work directly with DCAS and the Office of Management and Budget (OMB) to determine energy forecasts for Parks and participate in annual energy budget planning.
- Recommend energy efficiency and operational upgrades by reviewing energy management systems. Help develop and review building energy management systems.
- Manage utility accounts including setting up new accounts, closing existing accounts, addressing estimated meter readings, tracking installation of smart meter installations and viewing available interval meter data through coordination with DCAS DEM and local utility companies.
- Oversee and help coordinate various energy efficiency measures at NYC Parks facilities citywide.
- Help monitor and evaluate proposed and installed energy conservation measures.
- Assist with evaluating potential energy efficiencies such as building weatherization, HVAC improvements, water conservation measures and installation of renewable energy systems.
- Provide support in monitoring the energy performance of Parks facilities after the installation of efficiency items such as motion-sensing lights, pipe insulation, attic insulation, thermostats and gas hot water heaters.
- Energy data reporting and management.
- Review of available energy interval data (via RTM, AMI and sub-metered usage).
- Greenhouse Gas (GHG) tracking and data management of related databases and tables for reporting compliance purposes as well as agency portfolio assessment to aid with identification of project opportunities and project tracking.
- Research and evaluate federal, state and local energy programs and assist in securing energy efficiency grants.
- Assist in resolving all outstanding unread electric/gas meter issues by coordinating with local utility companies.
- Coordinate agency Cool Roofs Program at various NYC Parks facilities.
- Perform difficult and responsible administrative and analytical operations.

### **Qualification Requirements**

**This vacancy is only open to 1) current permanent city employees serving in the Associate Staff Analyst civil service title or 2) on leave from the title or 3) permanent city employees in or on leave from a comparable title or 4) employees who are reachable on a comparable civil service list.**

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

### **Preferred Skills/Qualifications**

1. Bachelor's degree in engineering and/or experience in engineering.
2. Familiarity with NYC local energy laws and regulations.
3. Working knowledge of energy conservation measures (e.g. lighting, efficiency upgrades and building management systems).
4. Experience in researching and evaluating federal, state and local energy programs and securing grants for the agency.
5. Familiarity with networking requirements of building management installations.
6. Familiarity with building management system software programming and analyzing trended sensor data.
7. Ability to read and interpret blueprints, technical drawings, schematics and technical proposals to evaluate the feasibility of ECMs. Ability to integrate various data sources such as building asset information and preventive maintenance scheduling with energy usage to assist in making recommendations to reduce emissions for Parks building portfolio.
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9. Excellent communication and organizational skills.
10. Proficiency in Microsoft Access, Excel, PowerPoint, Project, Word, AutoCAD and PhotoShop.
11. Relational database skills.
12. Familiarity with energy data and greenhouse gas tracking.
13. A driver license valid in New York State.

**[nyc.gov/parks](http://nyc.gov/parks)**

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115



NYC Parks

### How to Apply

#### Parks Employees:

- 1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Careers and search for **Job ID# 591337**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

#### Parks & City Employees:

- 2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to [nyc.gov/ess](https://nyc.gov/ess) or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Careers and search for **Job ID# 591337**.

Include your ERN and **Job ID# 591337** on your cover letter and resume.

#### All other applicants:

Click here to apply: [Energy Analyst](#) OR

Go to [nyc.gov/careers/search](https://nyc.gov/careers/search) and search for **Job ID# 591337**.

**POST DATE: 06/30/2023**

**POST UNTIL: 07/28/2023**

**NOTE:** All resumes must be received no later than the last day of the posting period. References will be required upon request.

[nyc.gov/parks](https://nyc.gov/parks)

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