

City of Fort Worth, Texas Job Description

Classification Title	Energy Compliance Analyst		
Job Code:	PR5090	Job Family:	Professional
Pay Grade	610	Date Created:	05/23/2018
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs a wide variety of analytical support duties involving the management of City facility electricity, natural gas, water utility expenses, and right-of-way franchise fee revenues from utility providers of electricity, natural gas and telecommunication services.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Develops and maintains database of internal department energy and water accounts. Assists with developing and tracking department energy budgets. Assists with developing estimates of revenues to be generated through use of City rights-of-way by utility providers of electricity, natural gas, and telecommunication services.
2. Reviews, reconciles, and validates existing energy, water, and natural gas source contracts, franchise fees, and related billing/invoices. Provides analytical reports through data collection from various sources and research to determine inefficiencies and alternative improvement solutions for management consideration.
3. Conducts audit of City's franchise fees and service provider billings. Provides data to support energy and water contract negotiations for the City.
4. Tracks and reviews City's telecommunication fees for line validation. Identifies concerns and notifies management of issues. Assists with resolution, as appropriate.
5. Provides a variety of analytical and research support of City-wide and department energy utilization data from various sources and determines best practices; analyzes various data sources and compiles to make recommendations for the solution of budgetary, fiscal or operational concerns and issues.
6. Provides assistance in resolving operational and administrative problems related to energy management; identifies problem area; conducts research to find alternative solutions; prepares various, and sometimes complex, reports to present and interprets various, and sometimes complex, energy related data; makes recommendations; and completes forms, paperwork or other administrative procedures to assist in implementation of energy management programs.

7. Participates in special projects including research of new energy and water conservation programs and services, industry benchmarking, and feasibility analyses.
8. Gathers, relates, and identifies energy management data with various variables by applying personal judgment and mathematical tests. Analyzes statistical data from various sources and prepares written reports to management, indicating solution or range of possible alternatives in rank of desirability and probability of success.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Energy and water utility tariff structures and rate-making processes.
 - Supply-side of energy contract procurement.
 - Demand-side of energy conservation strategies.
 - Right-of-way gross receipt tax and franchise fee agreements.
 - Principles and practices of general and municipal accounting and budgeting.
 - Debt service instruments and their requirements.
 - General municipal operations and procedures.
 - Mathematical models development and application.
 - Specialized computer applications used in energy management and accounting.
 - Methods and techniques used to conduct a variety of analytical studies.
 - Related municipal, state, and federal legislation and programs.
- **Skill in:**
 - Microsoft Office.
 - ENERGY STAR Portfolio Manager® online tool.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing
 - Collect, prepare and present data.
 - Manipulate data in spreadsheets and perform analyses of data.
 - Prepare and present clear and concise reports.
 - Research and determine problem-solving approaches.
 - Understand and follow oral and written instructions.
 - Operate a variety of equipment including various meters, loggers, and instruments common to energy auditing.
 - Operate specialized computer systems used in energy management.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in engineering technology, environmental management, business administration or a related field and four years of experience in general and/or municipal facility management

dealing with utility expenses and budgeting, building systems and operations, and other areas related to these duties.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.