



# City of Tempe

## GREEN BUILDING AND ENERGY CONSERVATION SPECIALIST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	635	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Planner
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general supervision from Manager or other management staff.  
 Provides functional and/or technical direction to staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in either building construction, building plan review, or building construction experience with residential or commercial projects, including experience in general building code review including structural components, mechanical, electrical and plumbing systems.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in sustainability, energy, civil, structural, mechanical, electrical engineering or degree related to the core functions of this position or equivalent related job experience.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of a valid driver's license.</li> <li>• Possession of at least one certification as a general plans examiner or energy conservation examiner or green building examiner or an equivalent certification is required.</li> <li>• Possession of or required to obtain within six (6) months of hire, a second national certification in either Green Building or Energy Conservation and the ICC Plans Examiner (B3) if not held at the time of hire. Qualifying second ICC certifications include but are not limited to the following:             <ul style="list-style-type: none"> <li>• Commercial Energy Inspector (77);</li> <li>• Commercial Energy Plans Examiner (78);</li> <li>• Residential Inspector/Plans Examiner (79)</li> <li>• Commercial Green Construction Professional (GCP);</li> <li>• Green Building Residential Examiner (G1)</li> </ul> </li> </ul>

- Inspector/Plans Examiner with ASHRAE 189 (GC).
- Registration as a professional engineer (PE) or architect in the state of Arizona may substitute as an energy conservation or green building certification.

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

The Green Building Energy Conservation Specialist is responsible for developing, implementing, communicating, administering, and reviewing plans for the city's adopted building codes and the green and energy codes. Under the supervision of the Plan Review Manager, this position will assist in developing the implementation, compliance, and review of the International Energy Conservation Code (IECC) and International Green Construction Code (IGCC). This position will also provide technical assistance in code updates and adoptions of the IECC and the IGCC. This position development begins with the first submittal to the Community Development Department through final inspection and issuance of a Certificate of Occupancy. The Green Building Energy Conservation Specialist serves as a point of contact for customers on energy and green projects and performs plan review, training, and outreach.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Examine plans and specifications for residential, commercial, industrial, and multi-family projects to determine compliance with the provisions of the City's building, mechanical, electrical, plumbing, green building codes, fire protection requirements, accessibility requirements, zoning ordinance, energy modeling reports, building system commissioning reports and other related technical data.
- Provide technical leadership in whole building energy modeling, outcome-based codes, energy commissioning and retro commissioning, HVAC systems, renewable energy, energy storage and electric vehicles.
- Serve as a subject matter expert, advise on a wide range of energy and green related topics as well as support of the complete permitting process including general plan review as assigned.
- Support all aspects of the energy and green building program, including program development, plan review, collaborative inspections, and training to all stakeholders.
- Guide applicants through the development process; monitor projects to ensure compliance with all applicable city codes and ordinances, state, and federal law, establish control systems to ensure timely and effective project implementation.
- Effectively communicate the results of building, energy and green building plan review to permit applicants. Proactively resolve difficult and sensitive inquiries, complaints, and requests for services from citizens, developers, architects, engineers, applicants, in flexible and professional manner.

- Conduct building, energy and green review processing for projects, offer guidance with technical code compliance and coordinate with other plan examiners on emerging green technologies.
- Research and understand industry best practices and innovative practices in green building while collaborating with co-workers, inner city departments, other municipalities, and stakeholders.
- Effectively communicate detailed and technical information on the energy and green code into concise and easy to understand summaries. Comfortable writing and giving presentations / seminars to large and small groups including training sessions for staff, design professionals, construction industry, boards and commissions, council members and business leaders and organizations.
- Design and implement outreach that creates public awareness and engagement surrounding the energy and green codes while collaborating with the office of Sustainability and Resilience.
- Effectively manage third party consultants or contractors as needed for special projects.
- Perform and report quantitative analysis of active projects, team metrics and their status to measure program effectiveness.
- Compose, manage, and update documenting processes and procedures within manuals, SOPs, and handouts, amendments, and education materials.
- Manage content for the green building program websites.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ: Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective July 2023*

*Revised July 2024 (experience, education, license & certifications)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Green Building and Energy Conservation Specialist**

**Job Code: 635**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				X
Stationary / Stand		X		
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors		X		
Around, in or on water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist	X			
Crouch / Squat	X			
Kneel / Crawl	X			
Above Shoulder Level	X			
Below Shoulder Level	X			
Repetitive Arm Use	X			
Repetitive Wrist Use	X			
Repetitive Hand Use	X			
Climb Stairs / Ladders		X		
Neck Range of Motion	X			
Traverse Uneven Surface	X			
Traverse Even Surface	X			

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X	5-25lbs	X	X
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

**\*\*Hearing test is required**