



USC University of Southern California

Energy Engineer Job Description

JOB INFORMATION

Job Code:	178916
Job Title:	Energy Engineer
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Facilities
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Works on energy audits, engineering analyses, and other related technical projects and tasks, deciding approaches, ensuring quality, overseeing implementation, and tracking results. Coordinates site walks and meetings, and assists with data collection, field visits, interviews, and report reviews. Performs technical reviews of consultant-proposed designs and specifications.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	Three years of experience in energy engineering and/or energy management.
	X	5 years	Five years' experience in energy engineering, energy management, and/or energy efficiency/sustainability.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Bachelor's degree in energy management, mechanical engineering, environmental engineering, environmental science, or related fields.
X		Demonstrated knowledge of energy efficiency/sustainability initiatives.
X		Excellent written and oral communication skills, and an exemplary attention to detail.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Advanced judgment, analytical, and decision-making skills, able to work independently with minimal supervision.
X		Knowledge of building systems (e.g., HVAC, lighting).
X		Proficiency with computer operating systems and relevant applications/software (e.g., Windows, Apple, Adobe).
X		Demonstrated interpersonal and critical-thinking skills, able to review technical calculations, models, systems, and measurements.
X		Experience in diverse, collaborative and high-performing teams.
	X	Certified Energy Manager and/or Certified Energy Auditor.
	X	Experience with building systems and local/state benchmarking regulations.
	X	Familiarity with utility efficiency rebate and incentive programs.

Licenses

Req	Pref	License(s)
X		Valid California driver's license.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Works on varied technical projects and tasks simultaneously (e.g., energy audits, engineering analyses, cost estimates), deciding approaches, ensuring quality, overseeing implementation and tracking results. Supports energy audits conducted by consultants on facilities (e.g., laboratories, apartments, offices) and reviews consultant reports and analyses.				
Coordinates site walks and meetings, and assists with data collection, field visits, interviews, and report reviews. Collects and evaluates documentation (e.g., utility bills, as-built drawings). Completes and submits utility documentation for rebates and incentives. Supports other sustainability related efforts and participates in relevant committee meetings as needed.				
Performs technical reviews of consultant-proposed designs and specifications. Provides guidance with building management systems to enhance operability and comfort, improve maintenance services, and minimize energy usage.				
Collaborates with relevant stakeholders to determine best measures to use on projects based on impact to occupants, costs, and savings potential, and tracks implementation. Coordinates with project managers to address questions and issues that arise.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
Yes	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.