



GAVIN NEWSOM  
Mayor  
JARED BLUMENFELD  
Acting Director

## San Francisco Department of the Environment

### 5640 Environmental Specialist

#### Specialty: Energy Efficiency

**Appointment Type: Permanent Exempt**

**Filing Deadline: Until Filled.**

**Salary: Annually \$66,846-\$81,276**

**Date posted: 11/04/2009**

**1 Position Available**

#### **Program Background:**

The mission of the City and County of San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term environmental well being. SF Environment includes Recycling, Toxics Reduction and Integrated Pest Management, Environmental Justice, Clean Air Transportation, Climate Change, Energy, Green Building and Public Information Programs.

#### **Position Description:**

Under supervision, the 5640 Environmental Specialist will work to enroll small businesses and multifamily buildings in energy efficiency programs, track and report on progress of projects, and assist in quality control of projects. Work will focus on the SF Energy Watch Partnership program. Duties may include but are not limited to the following:

- Work with staff to target potential businesses and multifamily buildings for program participation, using city and other sources of data.
- Call on customers, schedule, appointments or work with contractor to schedule site visits, conduct or arrange for energy audits, educate customers about energy efficiency, and coordinate follow-up tasks.
- Assist customers in obtaining other services they need to initiate and complete energy efficiency projects. This may include explaining the benefits of the project and available services, providing an energy savings and cost estimate, listening to customer needs, suggesting solutions to their problems.
- Work with other program staff to compile contractor/vendor lists.
- Work with other program staff to enlist other City agencies to assist in program by providing lists, databases, mailing insert opportunities, etc.
- Analyze and track data using computer skills in database and software programs including Excel, Access, and Word and Sales Force CRM.
- Maintain database of activities, customer contacts, and program results.
- Prepare, compile and distribute reports.
- Other duties as assigned.



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### **Minimum Qualifications:**

1. Possession of a baccalaureate degree from an accredited college or university, and three (3) years of professional experience. Two (2) years of this experience must be within the area of specialty; OR
2. Possession of a baccalaureate degree in public administration, business administration, environmental science or a closely related field from an accredited college, and two (2) years of this experience must be within the area of specialty; AND
3. Possession of a valid Driver's License.

### **Desirable Qualifications:**

- **Experience in technical energy audits and energy analysis**
- **Experience estimating energy savings and convincing businesses and commercial and multi-family building owners to implement energy efficiency projects.**
- **Fluent in Spanish, Cantonese, Mandarin, or other language widely used in San Francisco**
- **Familiarity with new energy-saving equipment and technologies.**
- **Familiarity with San Francisco, and with its business sectors and building types**
- **Communication, presentation, and sales skills**
- **Availability to work occasional evenings**

**Screening:** Applications will be screened for relevant qualifying experience. Not all applicants who meet the minimum qualifications will be interviewed.

**Performance Exercise/Interview:** Candidates may be required to demonstrate competence. Written, assessment type, or other performance based exercises may be used.

Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Applicants requesting accommodation should do so by calling 415-355-3748.

In compliance with the Immigration and Reform Act of 1985, all persons entering City and County employment will be required to prove their identity and authorization to work in the U.S.

Designated employees will be required to file Statements of Economic Interest.

### **Appointment Type :**

**Permanent Exempt.** Appointee serves at the pleasure of the appointing officer for a maximum duration of no more than three (3) years.



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### **Application Procedure :**

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit <http://www.jobaps.com/sf/sup/BulPreview.asp?R1=pex&R2=5640&R3=056008> to begin the application process by registering an account.

- Click and select the desired job announcement
- Click on “Apply” and read and acknowledge the information
- Click on “I am a New User”
- Follow instructions given on the screen

If you have any questions regarding this recruitment or application process, please contact Claudia Molina at 415-355-3748, or via email at [claudia.Molina@sfgov.org](mailto:claudia.Molina@sfgov.org).

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4<sup>th</sup> floor, San Francisco CA 94103, for use by the public. The hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Applications for this recruitment process will be accepted from Wednesday, November 4, 2009 until filled.

### **VERIFICATION:**

All applicants may be required to submit verification of qualifying experience, education, training, license, etc. at any point in the application, examination or departmental selection process. A copy of a diploma or transcripts must be submitted to verify the education requirement when requested. Verification of experience, when requested, must be on the employer’s letterhead and must show the name of the applicant, job title(s), duties, dates of service, and must be signed by the employer. City employment may be verified by submitting a performance evaluation in lieu of other verification.

Failure to provide the required verification when requested may result in rejection of application and/or removal from eligibility for referral and appointment in this class. Verification may be waived if impossible to obtain. The applicant must submit a signed statement explaining why verification cannot be obtained. Waiver requests will not automatically be granted, but will be considered on a case-by-case basis.

**Minorities, Women, and Persons With Disabilities are Encouraged to Apply  
We are an Equal Opportunity Employer**