STATE OF CALIFORNIA *Class Code: 3656*
Judicial Branch September 2004
Judicial Council of California

UTILITY ENGINEER/ANALYST

DEFINITION
Under general supervision, performs technical work and program development related to all utility-related aspect of court operation. Performs and directs energy and utility audits of court facilities; compiles and analyzes relevant data; prepares reports and recommendations and makes presentations relative to utility usage and conservation programs; promotes energy and other utility conservation measures; and performs related work as assigned.

CLASS CHARACTERISTICS
Utility Engineer/Analyst is a single-level professional classification. Incumbents plan, conduct, and oversee energy and utility-related audits and investigations, surveys, and contractors involving utility usage at court facilities; make recommendations for improvement of utility usage; and function as subject matter experts in the area of utility usage.

EXAMPLES OF DUTIES *(illustrative only)*
- Develops facilities protocols and procedures for energy and other utility usage.
- Designs, conducts, and reports on energy audits and surveys of branch facilities utility usage.
- Makes recommendations based upon energy audits and other surveys.
- Analyzes gas, water, electrical, and other utility consumption to identify usage trends.
- Identifies and investigates causes of waste in utility consumption.
- Plans improvements in utility usage for court facilities.
- Performs cost-benefit analysis of proposed improvements related to utility usage.
- Monitors implemented improvements and compares actual usage and cost with estimates and projected savings.
- Evaluates utility usage based on a variety of factors and makes comparisons between different facilities.
- Develops RFP's and contracts for energy and utility usage and management services, manages and oversees contract performance.
- Prepares technical reports, including data interpretation, and makes presentations of the material to internal and external groups.
- Reviews applicable technical texts, journals, and State, federal and local regulations governing utilities, and determines applicability to the branch.
- Develops education programs related to energy and utilities for branch staff.
- Evaluates and recommends energy-savings products and practices.

- Travels to various court locations to make evaluations regarding utility usage.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- State, federal, and local regulations pertaining to utility usage.
- Engineering principles related to utilities.
- Performing energy audits.
- Principles of cost-benefit analysis.
- Collection, analysis, and presentation of technical data.
- Principles and techniques of project management.

Ability to:

- Analyze utility consumption data to identify trends and potential cost savings.
- Review utility consumption data and analyze for reasonableness for various court facilities.
- Ensure that technically sound methods are applied in data collection and analysis.
- Effectively compile statistical data and prepare reports, including tables, charts, and graphs.
- Develop and implement utility-related programs and projects.
- Prepare and implement utility surveying plans for mapping, monitoring and measuring of all facilities-related utilities within the right of ways of court properties.
- Evaluate projected utility need of future court development to assure infrastructure will be able to accommodate court growth.
- Analyze utility designs and drawings to assure compliance with court standard and policies
- Perform utility field commissioning to assure compliance with bid specifications and regulatory code requirements
- Direct interagency coordination of court utilities with local authorities having jurisdiction and outside utility providers
- Develop and manage consulting engineer and analyst contracts and performance.
- Evaluate proposed utility-related modifications and make recommendations.
- Act as liaison with regulatory agency personnel.
- Plan, manage, and deliver multiple projects.
- Organize own work, set priorities, and meet critical deadlines.
- Organize and conduct effective meetings.

- Plan, organize, review, and evaluate the work of consultants, contractors, and others.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, and project management software.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials including clear and concise reports.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:
A valid California driver license.

Education and Experience:
Graduation with Bachelor's degree from an accredited college or university with major work in engineering, energy studies, urban planning, public administration or a closely related field, and five years of professional experience in an energy or utility related field is required.

Additional directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree or certification may substitute for one year of the required experience.