

SENIOR PROJECTS MANAGER-ELECTRIFICATION

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position in the Ulster County Department of Public Works (DPW) which involves oversight of the installation, operation, and maintenance of Ulster County's electric vehicle (EV) charging infrastructure network, (photovoltaic) PV solar projects, and other building energy efficiency improvements, among other projects. The incumbent may work independently or as part of a team. Work is performed under the general supervision of the Commissioner of Public Works with leeway allowed for the use of professional judgment in carrying out the details on the work. Supervision is exercised over the work of all subordinate employees engaged in functions related to electrification projects. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees the execution of Executive Order mandates within the department, including but not limited to the EV charging infrastructure, building electrification projects, and other energy efficiency projects as appropriate;

Works, and coordinates with, an inter-departmental team including Ulster County Area Transit, UC Department of the Environment, UC Safety Office, UC Planning Department and the UC Executive's Office in the implementation of Executive Order mandates;

Provides support to the Deputy Commissioner for the Department of Public Works (Fleet) with respect to the purchase of electric vehicles;

Oversees and inspects, and/ or supervises the oversight and inspection of, work in progress to ensure that the work is being performed according to code, timetables, plans and specifications; and identifies and reports on deficiencies;

Provides evaluation of architectural/ engineering firms suitability for county projects;

Inspects and/ or supervises the inspection of construction materials in order to ensure that they meet specifications; and identifies and reports on deficiencies;

Inspects completed projects and reports on same;

Oversees the planning and implementation of PV solar projects on County owned facilities and properties;

Oversees the data tracking and analysis to ensure departments strategic decisions are made in a data informed way, and that evaluations of services can be done effectively;

Responsible for monitoring and managing various EV charging station platforms with administrative help from associated staff;

Oversees maintenance and monitoring of computerized temperature control systems operation for county buildings, and programming of same, as well as engineering of approval of new systems;

Instructs necessary county personnel on use of computerized temperature control systems;

Checks vouchers from contractors prior to submission for payment to ensure they are accurate;

Manages, oversees and ensures that the preparation of narrative financial, grant-related, project-related and other related reports to federal, state and local agencies, are accurate and in compliance with all funding-related regulations and requirements;

Assists the Commissioner in the federal, state and local budgeting process by developing budget estimates and conducting comparative financial studies;

Assists the Commissioner in the development of program policies, procedures and operational practices to ensure compliance with federal, state and local funding-related regulations and DPW standards;

Works in tandem with the Department of the Environment and Planning to develop capital plans to phase-out building systems that rely on fossil fuels.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the utility program and electrification technology; thorough knowledge of modern building construction materials, methods and equipment; good knowledge of building science, building energy efficiency retrofits, beneficial building electrification and decarbonization strategies, and energy modeling and energy saving calculations; working knowledge of the geography of the county; working knowledge of budget preparation and grant administration; working knowledge of financial and/or quantitative analysis; ability to communicate and translate technical information to a variety of stakeholders; ability to effectively manage projects, coordinate tasks, resources and timelines; ability to read, understand and interpret plans, specifications and blueprints; ability to present ideas clearly, both orally and in writing; ability to supervise the work of others; ability to maintain records and prepare statistical reports; ability to deal effectively with, and secure the cooperation of, others; resourcefulness; sound judgment; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Engineering, Architecture, Building Science, Environmental Science or a closely related field and four (4) years of full-time paid, or its' part-time equivalent, responsible supervisory work experience in the construction of large projects, institutional buildings or closely related work; **OR**
- B. Possession of a Bachelor's Degree in Engineering, Architecture, Building Science, Environmental Science or a closely related field and six (6) years of full-time paid, or its' part-time equivalent, responsible supervisory work experience in the construction of large projects, institutional buildings or closely related work; **OR**

- C. Possession of an Associate's Degree in Engineering, Architecture, Building Science, Environmental Science or a closely related field and eight (8) years of full-time paid, or its' part-time equivalent, responsible supervisory work experience in the construction of large projects, institutional buildings or closely related work; **OR**
- D. High school graduation, or possession of a high school equivalency diploma, and ten (10) years of full-time paid, or its' part-time equivalent, responsible supervisory work experience in the construction of large projects, institutional buildings or closely related work; **OR**
- E. An equivalent combination of training and experience as indicated in A, B, C and D above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
6437 SR MGR ELE
Classification: Competitive
Union: UCSA
MGT

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