

**Title:** Energy Analyst II  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** Field Services Supervisor  
**Department:** Lakeland Electric/Field Services

**Class Code:** 3040  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible technical and public relations work in assisting customers with utility problems and utilization of existing programs and services. An employee in this class is responsible for carrying out appropriate programs devoted to residential customers. Work may require the supervision of employees of a lower pay grade. Work is performed according to guidelines and instructions from the Field Services Supervisor, with latitude for independent initiative and judgment. Work is reviewed for accuracy and quality through evaluation of daily activities, written and oral reports and customer feedback.

### **ESSENTIAL FUNCTIONS:**

1. Analyzes the electrical energy and water use of residential customers through inspection of piping, fixtures, building structure equipment, appliances, and other means.
2. Advises customers on making responsible decisions leading to better utilization of energy and lower energy costs.
3. Assists residential customers to find adequate financing for the installation of electrical energy and water conservation measures.
4. Assists in locating contractors and suppliers who can sell and/or install the necessary energy saving measures, prepares various written reports of work related activities as necessary.
5. Keeps abreast of all state and federal laws relating to residential energy and water conservation programs.
6. Performs energy audits on residential buildings including the inspection of attics, crawl spaces, windows, doors and equipment.
7. Arranges and performs presentations and seminars for employees, utility customers and the general public.
8. Supervises the work of subordinates, as required to complete projects associated with departmental programs and services.
9. Field checks residential customer homes for qualification of various programs offered by the utility; participates in market research activities required for such programs.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of the workings of an electric utility including the policies, procedures and practices of the Department of Lakeland Electric Utilities.
2. Considerable knowledge of the principle use of electricity and water in the home and of the use and care of energy systems and appliances.
3. Ability to learn and maintain current knowledge of State and Federal residential energy and water conservation regulations and laws.
4. Knowledge in energy and water conservation methods and practices in the building industry, including carpentry, plumbing, electrical work, insulation, building inspection and allied work.
5. Ability to understand and apply the various training aids relating to residential energy and water conservation.
6. Ability to establish and maintain effective working relationships with supervisors, co-workers, other city employees and the general public.
7. Ability to prepare and deliver oral and written reports, presentations, and instructional literature on various residential programs as necessary.
8. Ability to communicate effectively with customers, employees and the general public both verbally and in writing.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to bright/dim lights, adverse weather conditions, electrical shock, dusts, pollen, heights, traffic, humid, wet conditions, extreme temperature changes.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High School diploma or its equivalent.
2. One (1) year of responsible experience as an Energy Analyst I.
3. Three (3) years of experience dealing with customers in the building industry, such as carpentry, plumbing, electrical work, insulation, building inspection and allied work.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must have physical ability to climb ladders, inspect attics, and otherwise carry out the physical duties of position.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.