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Minimum Qualification Specifications
for the Class:ENERGY-CONSERVATION COORDINATOR
(ENERGY-CONSERVATION COORD)Basic Education/Experience Requirements:

Graduation from an accredited 4-year college or university with a Baccalaureate degree in engineering, physics or architecture.

Excess work experience as described in the experience requirement section of any other progressively responsible administrative, professional or other analytical work experience which provided knowledge of principles of thermodynamics, materials, fluid mechanics, and electricity and their application and implications in the physical world comparable to those acquired in four years of successful study leading to a Baccalaureate degree in the majors listed above may be substituted for education on a year-for-year basis.

The education or experience background must demonstrate the ability to write reports clearly and comprehensively, read, interpret and apply complex scientific and technical material; and solve complex problems logically and systematically.

Experience Requirements:

Applicants may qualify for this class under either Option A or B below:

Option A: Three and one-half years of progressively responsible professional work experience in the field of energy conservation. This experience must have involved the identification and analysis of energy-conservation problems, energy-monitoring activities, and the development and implementation of energy-conservation programs.

Option B: A total of three and one-half years of experience as described below:

General Experience: Two and one-half years of progressively responsible professional work experience in one or a combination of the following which provided a knowledge of major energy-consuming equipment found in buildings and/or the preservation and enhancement of work environmental conditions in buildings: (a) professional engineering experience in the design, installation and/or maintenance of air conditioning equipment; (b) professional engineering experience in lighting design for

buildings and facilities; (c) professional engineering or architectural experience in the management, repair and maintenance of air conditioning, electrical and other power equipment for buildings; and (d) professional environmental or industrial engineering in the design, maintenance and operation or evaluation of systems and facilities to promote environmental health in buildings.

Specialized Experience: One year of professional work experience in the review and/or design of engineering plans for buildings which included energy conservation considerations or as described above under Option A.

Substitutions Allowed:

1. Satisfactory completion of all academic requirements for a Bachelor's degree in electrical, mechanical or industrial engineering from an accredited school of engineering may be credited toward meeting the basic education/experience requirement and, in addition, one-half year of the general experience described under Option B.
2. Satisfactory completion of all academic requirements for a master's degree in engineering, physics or architecture which included study of energy-conservation methods and issues may be substituted for one year of energy-conservation experience required (under either Option A or B).

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant is being considered.

License Required:

Applicants are required to possess a valid State of Hawaii motor vehicle operator's license, Type 3.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position, with or without reasonable accommodation, will not be disqualified under this section.

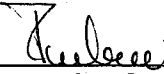
Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service classes ENERGY CONSERVATION COORDIAN TOR, 8B.851 by the Department of Education Civil Service system.

DATE APPROVED: OCT 24 2006

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources