



GAVIN NEWSOM
Mayor
DAVID ASSMANN
Acting Director

San Francisco Department of the Environment 5207 Associate Engineer – Heating Systems

Appointment Type: Permanent Exempt.

Filing deadline: Open until filled.

Salary: Annually \$88,660 - \$107,770

Date Issued: January 20, 2010

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, Environmental Justice, Clean Air Transportation, Climate Change, Energy, Green Building, Urban Forest and Public Information Programs. The Energy program currently operates the Energy Watch program (www.sfenergywatch.org) that provides incentives and technical assistance for energy retrofits in existing commercial and multi-family buildings in San Francisco. The Energy program has recently received Federal funding through the American Recovery and Re-investment Act (Stimulus) to accelerate retrofits of heating systems in multi-family buildings and single-family buildings.

Position Description: Under supervision of the Energy Efficiency Program Manager, the 5207 Associate Engineer will design and manage energy efficiency retrofits of heating systems in multi-family, single-family and commercial buildings. The Associate Engineer will also provide technical supervision to assigned technical staff, consultants and vendors. Duties may include but are not limited to the following:

1. Discusses energy efficiency and energy generation opportunities with customers.
2. Prepares engineering designs, drawings, and specifications to ensure compliance with codes, standards, and project requirements.
3. Prepares cost and quantity estimates for labor, materials, and equipment associated with construction.
4. Prepares energy savings estimates for kWh, kW, and therms.
5. Prepares estimates of incentive funds to be paid to customers and vendors.
6. Works with vendors and City procedures to have energy efficiency technologies installed in private facilities.
7. Provides technical oversight to work performed by assigned staff and consultants.
8. Determines resources needed to complete assigned work.
9. Tracks and reports project progress.
10. Performs post-construction reviews of installations for quality assurance.
11. Presents to staff, committees, boards, commissions, as well as business and civic organizations.
12. Participates in program planning, program coordination, and departmental activities.
13. Prepares and supervises the preparation of a wide variety of technical engineering reports, regulatory reports, procedures manuals, and other documentation.



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14. Interviews, trains, monitors, evaluates and counsels staff in accordance with appropriate MOUs, Civil Service Commission rules, and departmental procedures.
15. Other duties as assigned.

Minimum Qualifications:

1. Three (3) years verifiable professional mechanical engineering experience that includes two (2) years experience equivalent to or higher than a 5252 Assistant Mechanical Engineer, AND
2. Possession of a Certificate of Registration as a Professional Engineer in the State of California in Mechanical.
3. Must have valid California Driver's License.

Desirable Qualifications:

- Three years experience in designing and/or project management of retrofits of boilers and other heating systems in buildings;
- Experience designing and/or project management of co-generation systems in buildings;
- Demonstrated ability to work in a team;
- Excellent speaking, writing, research, organizational and project management skills;
- Word, Excel, CAD and database
- Fluency in other languages used commonly in San Francisco

Appointment Type:

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

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=5207&R3=056165> 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.

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



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Applications for this recruitment process will be accepted from January 20, 2010 and will remain open 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