

To maintain fuel inventories at all fuel depots throughout the state; to include ordering necessary fuel supplies, and dispatching fuel deliveries from contracted vendors, while maintaining records according to federal, state and local regulations.

To evaluate new methods and equipment for the upgrading of the state's fuel distribution system.

To assist in the design of computerized systems and equipment related to the construction of new facilities.

To prepare and review plans and specifications for new construction projects.

To inspect work by contractors and vendors, and authorize progress payments and payments.

To provide assistance and maintenance in operation of computerized energy management and facilities management system.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, techniques, tools, equipment and materials used in the fuel management system and skill in their application; a thorough knowledge of electricity, electronics, mechanical equipment and related subjects; a thorough knowledge of the applicable safety codes enforced by the state; a working knowledge of the operation and use of personal computers; the ability to prepare proposals and evaluate plans and proposals for energy projects and programs; the ability to operate software programs used to control (F.A.C.T.S.) fuel sites, HVAC equipment and facilities energy management systems; the ability to read and work from blueprints and diagrams; the ability to understand and follow both oral and written directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and

Experience: Such as may have been gained through: considerable employment in a supervisory capacity in a public agency responsible for performing complex administrative and supportive tasks involved in the implementation and administration of major projects and programs effecting energy conservation in state government.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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