



MILWAUKEE COUNTY JOB EVALUATION QUESTIONNAIRE

This form is designed to assist you in describing your departmental job. You are asked to fill this form out to outline the essential duties and responsibilities; and identify the knowledge, skills and abilities required to successfully perform the job. This form is used to request new job classifications, review current classifications, reclassification, reallocations, and general updates to the job description. **Note:** It is the job that is being evaluated, not the position/incumbent. Thank you for your cooperation.

GENERAL INSTRUCTIONS:

- Before beginning, please look over the entire questionnaire. Each question should be answered completely and accurately. If a question does not apply to this job, please indicate "N/A" (Not Applicable).
- To complete the questionnaire, please type and/or select your responses.
- If you wish to make additional comments, please use the space available in the "Additional Comments" section on page 6 of this questionnaire.

A. JOB IDENTIFICATION INFORMATION

Department (High Org):	1151	Division (Low Org):	5743
Contact for this Study	Name: Gordie Bennett	Email: gordon.bennett@milwaukeecountywi.gov	
	Title: Sustainability Director	Phone: 414-278-4837	
Current Job Title:	Energy Program Manager	Current Job Code:	
Health Screen Level:		Background Check Level:	
Job Reports To:	Title: Sustainability Director		
Request Type:	<input type="checkbox"/> Establish New <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Reallocation <input checked="" type="checkbox"/> Update Description <input type="checkbox"/> Other, Specify		

B. JUSTIFICATION STATEMENT

1. Attach an organizational chart. See attached.
2. Explain the events or changes that made this request necessary.
Updated responses to better reflect position's roles and responsibilities.

C. ABOUT THE JOB

Job Status:	<input checked="" type="checkbox"/> Regular Full-Time	<input type="checkbox"/> Regular Part-Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Contract
Shift:	<input checked="" type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Night	<input type="checkbox"/> Other:
Hours Per Week:	<input type="checkbox"/> >40 Hours	<input checked="" type="checkbox"/> 32-40 Hours	<input type="checkbox"/> 20-32 Hours	<input type="checkbox"/> <20 Hours
Travel:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, % Travel			
Will This Job Supervise/Manage?	<input type="checkbox"/> Supervise <input type="checkbox"/> Manage # of Direct Reports:		<input checked="" type="checkbox"/> N/A	
Fiscal Responsibility: Responsible for annual operating budget for department(s)/division(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide total amount?			

D. JOB SUMMARY:

Briefly state, in several sentences, the principle purpose or function of the job. Respond by describing What the job is, What its major objective is, and Why does it exist.
Reporting to the Sustainability Director, the Energy Program Manager (EPM) leads the energy management program for Milwaukee County government operations. The EPM researches, proposes, and manages energy conservation, energy efficiency, and renewable energy projects, seeks energy-related grants and other funding opportunities, and is responsible for tracking, analyzing, and reporting Milwaukee County's energy performance. Additionally, the position helps develop and implement energy and emissions reduction goals and strategies, including the Climate Action 2050 Plan. This important work supports Milwaukee County's policy to achieve zero net carbon emissions, both in its operations and within the community, by 2050.

E. ESSENTIAL DUTIES/RESPONSIBILITIES:

JOB RESPONSIBILITY LIST: Please describe the major elements of the job. List only the major functions, separately, in order of importance. Provide a one or two-line descriptive statement for each duty so that someone not familiar with this kind of work can understand it. Weight the approximate percentage of allocated work time for each functional work activity (Round to the nearest **10%**). We do not need to know HOW the function is to be performed, but rather, WHAT it is to be performed. **Percentages should add up to 100%**

1.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: PROJECT MANAGEMENT. Lead the development, approval, and execution of energy and emissions reduction projects for Milwaukee County operations.	% of Time: 50
	<i>Descriptive:</i> Create and write detailed scopes, schedules, and budgets for clean energy projects. Coordinate publication of bids and RFPs to competitively select energy consultants and contractors. Manage people and contracts to complete energy projects on time, within budget, and in compliance with County goals, plans, policies, and standards.		
2.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: STRATEGIC PLANNING. Advance Milwaukee County's energy and emissions reduction goals and strategies, including the Climate Action 2050 Plan.	% of Time: 20
	<i>Descriptive:</i> Identify, research, and communicate the 'business case' for new clean energy projects that includes financial and risk analyses as well as project execution methods. Assist Facilities Management staff and County departments with documenting energy-related issues and opportunities, and planning for capital investments.		
3.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: DATA MANAGEMENT. Track and report progress toward Milwaukee County's energy and emissions reduction goals.	% of Time: 10
	<i>Descriptive:</i> Oversee the operation and maintenance of the County's energy bill management system. Compile and analyze data to help Facilities Management staff and County departments reduce energy use and identify savings opportunities. Assist the Sustainability Director with periodic greenhouse gas emissions inventories and reports.		
4.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: COLLABORATION. Work with Milwaukee County staff, elected officials, consultants, contractors, and community partners to advance clean energy initiatives.	% of Time: 5
	<i>Descriptive:</i> Respond to energy-related information requests in a courteous, accurate, and timely manner. Seek opportunities to partner on energy initiatives with internal and external stakeholders. Perform public outreach and communications on clean energy topics. Interpret and communicate requirements for meeting energy-related standards such as LEED, ENERGY STAR, ASHRAE, and IES.		
5.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: PROCUREMENT. Support and lead initiatives to reduce Milwaukee County's energy costs and/or increase its revenues through purchasing standards and practices.	% of Time: 5
	<i>Descriptive:</i> Administer contracts related to the County's natural gas supply and energy bill management system. Identify, research, and communicate opportunities to reduce energy costs by switching utility tariffs, purchasing renewable energy, and/or electrifying buildings or vehicles.		
6.	<input type="checkbox"/> Original <input checked="" type="checkbox"/> New	Job Duty: GRANT ADMINISTRATION. Secure external funding and resources for Milwaukee County's energy management program.	5
	<i>Descriptive:</i> Work with Focus on Energy and Milwaukee County's Project Management Office to create, write, and submit energy-related grant, incentive, and rebate applications. Administer clean energy grants, overseeing project management, budget monitoring, and reporting.		
7.	<input type="checkbox"/> Original <input type="checkbox"/> New	Job Duty: Other duties as assigned.	% of Time: 5
	<i>Descriptive:</i>		

F. EQUIPMENT, TOOLS & MATERIALS, PERSONAL COMPUTERS, SOFTWARE

Please list all equipment, tools or materials required to perform the job along with the frequency.		Frequency			Type of Equipment				
		Daily	Weekly	Monthly					
1. Machinery: (i.e. Vehicles, Motorized Equipment, Heavy Machinery, etc.)			<input checked="" type="checkbox"/>		Automobiles				
a. Fork Truck or Powered Pallet Jack									
b. Lifting Devices (i.e. Jib Cranes, Slings and Tow Straps)									
c. Other									
2. Hand Tools/Instruments: (i.e. Power Tools, Equipment, Weapons, etc.)		<input checked="" type="checkbox"/>			Computers, cell phones, energy monitoring equipment				
a. Chainsaw or other powered tree trimming devices									
b. Ladders									
c. Welding or Cutting Tools									
d. Respirator									
3. Personal Protective Equipment Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	List Equipment:		Hard hat, googles, earplugs as required					
4. Lock Out Tag Out Devices Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
3. Driving required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	List License Types: (Required)		Valid WI driver's license with satisfactory driving record					
		List License Types: (Preferred)							
4. Personal vehicle required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
5. Please list all <u>Technology, Systems and Software Knowledge</u> required to perform the job:									
Basic	Intermediate	Advanced							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proficient with personal computer and word processing, spreadsheet, and database software.						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Experience using energy analysis and reporting software (EnergyCAP, Portfolio Manager, or similar)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:						

G. JOB COMPETENCIES

Internal/External Contacts: Please select all that apply.	
<input checked="" type="checkbox"/>	Exchange of basic information with internal and/or external contacts.
<input checked="" type="checkbox"/>	Maintain sensitive or confidential information.
<input checked="" type="checkbox"/>	Explain and gather information, answer queries, or provide assistance to internal and/or external contacts.
<input checked="" type="checkbox"/>	Persuade, conform or recommend course of action with internal and/or external contacts.
<input checked="" type="checkbox"/>	Perform with a high degree of authority in securing understanding and cooperation with internal and/or external contacts.
<input checked="" type="checkbox"/>	Maintain a continuing working relationship that can have a significant effect on the success of the organization.

Communication Skills: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of the job.) Please select all that apply.	
<input checked="" type="checkbox"/>	Read, write and comprehend simple instructions, reports, short correspondence and memos.
<input checked="" type="checkbox"/>	Speak effectively before both internal and/or external groups.
<input checked="" type="checkbox"/>	Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial and legal documents.
<input checked="" type="checkbox"/>	Prepare and/or present written communications that pertain to controversial and complex topics.

Decision-Making: Please select <u>only one</u> of the following:	
<input type="checkbox"/>	Makes minimal decision-making responsibility.
<input type="checkbox"/>	Makes decisions of responsibility involving evaluation of information; decisions may require development or application of alternatives or precedents.

<input checked="" type="checkbox"/>	Makes decisions of responsibility and final results that affect more than one department or a department with multiple units; substantial analysis is required and many factors must be weighed before a decision can be reached.
<input type="checkbox"/>	Makes decisions of responsibility and final recommendations, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization; involves long-range future planning including scope, direction and goals.

Complexity, Judgment and Problem Solving: Please select all that apply.	
<input checked="" type="checkbox"/>	Understand and follow instructions.
<input checked="" type="checkbox"/>	Execute decisions within limits of standard policy and procedures.
<input checked="" type="checkbox"/>	Interpret and adapt to established practices and procedures using independent judgment to meet situations to which applications are not clearly defined.
<input checked="" type="checkbox"/>	Perform within difficult or complex working conditions or situations not easily evaluated; decisions require considerable judgment, initiative and ingenuity in areas there is little precedent.
<input checked="" type="checkbox"/>	Act independently in the formulation and administration of policies and programs for major departments or functions.

H. WORKING CONDITIONS

What are the physical, mental and environment demands for this job? Functions identified must coincide with the descriptive statement of essential duties and responsibilities for this job. The functions should focus on what is to be done and the processes traditionally used to achieve end results. For each of the following functional requirements, indicate the frequency in which it occurs in this job.

PHYSICAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)		
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Running	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bending/Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fine Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Manual Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Upper Extremity Repetitive Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lifting/Carrying (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input type="checkbox"/> up to 15	<input type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input checked="" type="checkbox"/> up to 30	<input type="checkbox"/> up to <input type="text"/>
Pushing/Pulling (lbs.)	<input type="checkbox"/> up to 05	<input type="checkbox"/> up to 10	<input type="checkbox"/> up to 15	<input type="checkbox"/> up to 20	<input type="checkbox"/> up to 25	<input checked="" type="checkbox"/> up to 30	<input type="checkbox"/> up to <input type="text"/>

NON-PHYSICAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Analysis/Reasoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication/Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Math/Mental Computation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sustained Mental Activity (i.e. auditing, problem solving, grant writing, composing reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL DEMANDS	N/A	Seldom (<25%)	Occasional (25% - 50%)	Frequent (50% - 75%)	Always (>75%)
Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Task Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious/Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Volume Public Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature Extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic Substances (i.e. solvents, pesticides, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (i.e. cleaning supplies, chlorine, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Spills exceeding 5 gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Space Entry for Rescue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Space Entry for Non-rescue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Above 4 Feet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trench or Excavation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Around Antennas and/or Solar Systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Blood Borne Pathogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid, CPR and AED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK SCHEDULE: Please select all that apply.

<input checked="" type="checkbox"/>	Routine shifts hours. Infrequent overtime, weekend, or shift rotation.
<input type="checkbox"/>	Considerable irregularity of hours due to frequent overtime, weekend or shift rotation.
<input type="checkbox"/>	Regular and/or frequent on-call availability; nature of work frequently requires irregular, unpredictable or particularly long hours.

DEMANDS/DEADLINES: Please select all that apply.

<input type="checkbox"/>	Little or no stress created by work, employees or public.
<input checked="" type="checkbox"/>	Intermittent or cyclical work pressures with occasional exposure to high stress work environments.
<input type="checkbox"/>	High volume and variable work demands and deadlines that impose strain on a routine basis; frequent direct contact with individuals or exposure to highly stressful situation, demands or pressures.

I. EDUCATION, LICENSE, AND EXPERIENCE

EDUCATION

Please indicate the MINIMUM educational level required:

<input type="checkbox"/> HS Diploma/GED	
<input type="checkbox"/> Associate's Degree	Area of specialization/major:
<input type="checkbox"/> Bachelor's Degree	Area of specialization/major:
<input type="checkbox"/> Graduate Degree	Area of specialization/major:
<input type="checkbox"/> Post Graduate Degree (PhD)	Area of specialization/major:
<input type="checkbox"/> Professional Degree (Law, Medicine, etc.)	Area of specialization/major:
<input checked="" type="checkbox"/> Other:	Please indicate one: 1) HS diploma/GED AND five or more years of related experience; OR 2) Associate's degree or Bachelor's degree AND three or more years of related experience

LICENSE/CERTIFICATION: (Please complete Section F on Page 3 for Driving Requirements/License(s))

What license(s), certification/certificate(s), registration(s), or other regulatory requirements/training:

Professional Engineer, Business Energy Professional (BEP), Certified Energy Manager (CEM), or similar credential is desirable.

WORK EXPERIENCE

Please indicate the MINIMUM number of years of practical experience required.

<input type="checkbox"/> No experience	
<input type="checkbox"/> Less than one year	Area(s) of experience:
<input type="checkbox"/> One to three years	Area(s) of experience:
<input checked="" type="checkbox"/> Three to five years	Area(s) of experience: Managing energy conservation, energy efficiency, and/or renewable energy projects
<input type="checkbox"/> Five or more years	Area(s) of experience:

SUPERVISORY/MANAGEMENT EXPERIENCE

Please indicate the MINIMUM number of years of supervisory/management experience required.

<input checked="" type="checkbox"/> No experience	
<input type="checkbox"/> Less than one year	Area(s) of experience:
<input type="checkbox"/> One to three years	Area(s) of experience:
<input type="checkbox"/> Three to five years	Area(s) of experience:
<input type="checkbox"/> Five or more years	Area(s) of experience:

Supervisory/Managerial: If applicable, select the appropriate level of responsibility.

<input checked="" type="checkbox"/>	Level 1 General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Functional supervision only. Recommends personnel actions (hiring, termination, pay changes, etc.) but does not independently conduct.
<input type="checkbox"/>	Level 2 Scheduling, supervision, and evaluation of work of employees who perform similar work assignments. Conducts all aspects of personnel actions (hiring, termination, pay changes, etc.).
<input type="checkbox"/>	Level 3 Scheduling, supervision and evaluation of work as a "manager" of the first line supervisors; or perform supervision of workers who perform distinct and separate blocks of work. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
<input type="checkbox"/>	Level 4 Scheduling, supervision and evaluation of work as a superior of "managers". Administers through subordinate managers, departmental multi-function programs or operations. Oversees and conducts all aspects of personnel actions (hiring, termination, pay changes, etc.). Are there subordinate supervisors/managers reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
<input type="checkbox"/>	Level 5 Scheduling, supervision, and evaluation of work as a superior of those in level 4. Are there subordinate supervisors/managers reporting to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?
List the names of the Positions and/or Department(s)/Division(s) supervised/managed by this job:	
Expected to manage County consultants and contractors	

J. ADDITIONAL COMMENTSPlease list additional items not covered in this questionnaire that would be helpful to the Compensation Department in understanding this job.

See attached list of Preferred Experience, and Knowledge, Skills and Abilities (KSAs).

Please provide additional information and/or language so that Employment & Staffing can include it in the job announcement (Providing that the Compensation Department has approved).

See attached list of Preferred Experience, and Knowledge, Skills and Abilities (KSAs).

K. SIGNATURES**SUPERVISOR'S/MANAGER'S CONFIRMATION:**

I have completed and/or reviewed the contents of this job evaluation questionnaire and consent to its accuracy.

Supervisor/Manager Signature: <i>Gordie Bennett</i>	Date: 2/17/2022
Department/Division Head Signature:	Date:

Email the completed form to: hrcompensation@milwaukeecountywi.gov. Please ensure the subject line includes the Department High Org., and (if applicable) Low Org. number, Request Type (i.e. JEQ Request, JEQ Study,) (l.e. 1140/1140 JEQ Request)

1151-5700 JEQ (Energy Program Manager)

PREFERRED EXPERIENCE AND KSAs

By Gordie Bennett

2/8/2022

Preferred Experience

- Strong knowledge of energy conservation, energy efficiency, and renewable energy
- Able to influence decisions and achieve buy-in for new ideas
- Strong attention to detail with good analytical skills
- Experience managing large and complex datasets
- Able to learn and apply new concepts, systems, and technologies
- Commitment to improving racial and health equity in Milwaukee County

Preferred Knowledge, Skills, and Abilities

- Demonstrated success with achieving energy and emissions reduction goals
- Excellent organizational, time management, and project management skills
- Applies sound judgment when encountering processes that are not clearly defined
- Successful track record with securing grants and other funding opportunities
- Familiar with energy-related standards such as LEED, ENERGY STAR, ASHRAE, and IES
- Works well independently and as part of a diverse and inclusive team

Certificate Of Completion

Envelope Id: CACCDB81C7BE4E1E9AAE98B70B2915E7

Status: Completed

Subject: Please DocuSign: 1151-5700 JEQ plus Pref Exp & KSAs (Energy Program Manager).pdf

Source Envelope:

Document Pages: 8

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Gordie Bennett

AutoNav: Disabled

633 W. Wisconsin Ave.

Enveloped Stamping: Disabled

Suite 901

Time Zone: (UTC-06:00) Central Time (US & Canada)

Milwaukee, WI 53203

Gordon.Bennett@milwaukeecountywi.gov

IP Address: 204.194.251.5

Record Tracking

Status: Original

Holder: Gordie Bennett

Location: DocuSign

2/17/2022 2:31:41 PM

Gordon.Bennett@milwaukeecountywi.gov

Signer Events**Signature****Timestamp**

Gordie Bennett

Gordie Bennett

Sent: 2/17/2022 2:32:07 PM

Gordon.Bennett@milwaukeecountywi.gov

Viewed: 2/17/2022 2:32:15 PM

Sustainability Director, Facilities Management

Signed: 2/17/2022 2:32:55 PM

Division

Freeform Signing

Milwaukee County

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication
(None)

Using IP Address: 204.194.251.5

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

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2/17/2022 2:32:07 PM

Certified Delivered

Security Checked

2/17/2022 2:32:15 PM

Signing Complete

Security Checked

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Completed

Security Checked

2/17/2022 2:32:55 PM

Payment Events**Status****Timestamps**