



**General Knowledge, Skills and Abilities for Ideal Candidates
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Green Building Jobs – Austin Energy

Entry Level Position

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of green building construction technologies, methods and practices
Knowledge of customer service operations, techniques, and processes
Knowledge of safety practices and procedures
Knowledge of construction materials, practices and procedures
Skill in identifying and assessing potential process improvements
Skill in effective oral and written communication
Skill in performing basic mathematical calculations
Ability to establish and maintain professional relationships with internal and external customers
Ability to understand and explain industry trends, processes, and procedures
Ability to learn various aspects of the electric utility industry and business operations
Ability to manage multiple small programs and projects
Ability to serve as a resource for the workgroup
Ability to stay informed on developing trends in the green building industry
Ability to understand the technical language associated with the construction industry
Ability to perform work requiring attention to detail
Ability to perform green building inspections on residential and commercial construction sites
Ability to read and interpret construction plans and specifications
Ability to communicate with various customers across the industry

Preferred Minimum Qualifications:

Associate's degree in Business, Construction Management, Engineering, Engineering Technology, Environmental Studies, Environmental Technology, Natural Sciences, Power Technology, Management, or a related field, plus two (2) years experience in construction, energy efficiency, or green building related fields.

A certification from an accredited junior college in Building Construction Technology, Construction Management, Engineering Technology, Environmental Technology, or a related field may substitute for one (1) year of the required education, plus two (2) years of relevant work experience.

High school or GED equivalent, plus four (4) years of relevant work experience may substitute for one (1) year of the required education with a maximum substitution of two (2) years.

Bachelor's degree in Business, Construction Management, Engineering, Environmental Studies or a related field. (We want to be able to offer this level position to grads with no experience.)

One year of related experience may substitute for one (1) year of the required education up to a maximum of four years substitution.

Licenses and Certifications Required:

Valid driver's license

Green Building Mid-Level Position

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of customer service operations, techniques, and processes

Knowledge of green building construction technologies, methods, practices and concepts

Knowledge of safety practices and procedures

Knowledge of construction materials, practices and procedures

Knowledge of applicable building codes and standards

Skill in identifying and assessing potential process improvements

Skill in effective oral and written communication

Skill in performing complex mathematical calculations including using algebra

Ability to establish and maintain professional relationships with internal and external customers

Ability to understand and explain industry trends, processes, and procedures

Ability to read and interpret technical reports, worksheets, and specifications

Ability to use graphic instructions, such as blue prints, schematic drawings, plan, maps or other visual aids

Ability to draft, write and provide quality control for technical deliverables (e.g. fact sheets) ensuring information integrity and public accessibility.

Ability to learn various aspects of the electric utility industry and business operations

Ability to manage multiple small programs and projects

Ability to serve as a resource for the workgroup

Ability to stay informed on developing trends in the green building industry

Ability to understand the technical language associated with the construction industry

Ability to perform work requiring attention to detail

Ability to perform green building inspections on residential and commercial construction sites

Ability to communicate with various customers across the industry

Preferred Minimum Qualifications:

Bachelor's degree in Architecture, Business, Environmental Studies, Engineering, Engineering Technology, Natural Science, Planning, Resource Management, or related field, plus three (3) years of relevant work experience.

Master's degree may substitute for two (2) years of the required relevant work experience.

One (1) additional year of relevant work experience may substitute for one (1) year of the required education with a maximum substitution of four (4) years.

Licenses and Certifications Required:

Valid driver's license

Green Building Senior Level Position

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of customer service operations, techniques, and processes

Knowledge of green building construction technologies, methods ,practices and concepts

Knowledge of construction materials, practices and procedures

Knowledge of applicable building codes and standards

Knowledge of applicable building diagnostic testing practices and standards

Knowledge of safety practices and procedures

Skill in identifying and assessing potential process improvements

Skill in effective oral and written communication

Skill in performing complex mathematical calculations including using algebra

Skill in interpreting and reporting complex contractual or compliance issues

Ability to establish and maintain professional relationships with internal and external customers

Ability to understand and explain industry trends, processes, and procedures

Ability to read and interpret technical reports, worksheets, and specifications

Ability to use graphic instructions, such as blue prints, schematic drawings, plans, maps or other visual aids

Ability to draft, write and provide quality control for technical deliverables (e.g. fact sheets) ensuring information integrity and public accessibility.

Able to influence, persuade and market products and services to building community.

Ability to learn various aspects of the electric utility industry and business operations

Ability to manage multiple small programs and projects

Able to serve in a professional manner and act as a resource for the workgroup

Able to stay informed on developing trends in the green building industry

Ability to understand the technical language associated with the construction industry

Ability to perform work requiring attention to detail

Ability to perform green building inspections on residential and commercial construction sites

Ability to communicate with various customers across the industry

Preferred Minimum Qualifications:

Bachelor's degree in Architecture, Business, Environmental Studies, Engineering, Engineering Technology, Natural Science, Planning, Resource Management, or related field, plus four (4) years of relevant work experience.

Master's degree may substitute for two (2) years of the required relevant work experience.

One (1) additional year of relevant work experience may substitute for one (1) year of the required education with a maximum substitution of four (4) years.

Licenses and Certifications Required:

Valid driver's license