

**DELAWARE NATIONAL GUARD  
STATE POSITION VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE DATA:**

<b>Position Title:</b>	<b>Announcement Number:</b>	<b>Opening Date:</b>	<b>Application Deadline:</b>
Energy Manager	PVA # 17-26	22-Jun-26	30-Jul-26
<b>Position Description #:</b>	<b>Position Number:</b>	<b>Pay Scale &amp; Grade:</b>	<b>Salary Range:</b>
S86240-07	111242	GS-12	\$98,630.00 - \$128,221.00
<b>Appointment Type:</b>	<b>Military Requirement:</b>	<b>Department:</b>	<b>Occupational Series:</b>
Permanent	Non-Dual Status	Army	0801
<b>Supervisory/Managerial Status:</b>	<b>Work Schedule:</b>	<b>Travel Required:</b>	<b>Relocation Authority:</b>
No - Neither	Full-Time	Required	No
<b>State Personnel Branch Contact Information:</b>		<b>Work Location:</b>	
Email: ng.de.dearnng.list.hro-state@army.mil Phone: 302-326-7477		Construction & Facilities Maintenance Office New Castle, DE 19720	

**AREA OF CONSIDERATION:**

- AREA I** - All presently employed permanent/indefinite Title 20 Non-Dual Status employees of the Delaware National Guard.
- AREA II** - All presently employed permanent/indefinite Title 20 Dual Status employees of the Delaware National Guard.
- AREA III** - All current military members of the Delaware National Guard (Army or Air) eligible for Title 20 employment.
- AREA IV** - All other presently employed permanent employees of the Delaware National Guard eligible for Title 20 employment.
- AREA V** - All personnel eligible for Title 20 employment in the Delaware National Guard.

**SELECTIVE PLACEMENT FACTORS:**

**APPLICATION PROCEDURES:** All interested applicants for this position must submit a completed DNG State Employment Application, Resume, Copy of front and back of valid Driver's License (or State Issued ID), & supporting/miscellaneous documents as required in the individual PVA. Application packets should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the PVA. Do not include photo copies of awards, letters of commendation, enlisted or officer performance reports, performance appraisals, and personal photos unless specifically requested in the PVA.

**Application packet must be forwarded to Joint Force Headquarters, ATTN: NGDE-HRO-SP via email to: ng.de.dearnng.list.hro-state@army.mil as one package, NOT LATER THAN 5:30:00 p.m. on the business day of the Application Deadline of the position.** Applications received AFTER the application deadline WILL NOT BE CONSIDERED.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

**EVALUATION METHOD:** All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum qualifications necessary to perform the duties and responsibilities of the position.

**EQUAL OPPORTUNITY:** The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

**CONDITIONS OF EMPLOYMENT**

1. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.
2. No commitment will be made to any nominee prior to a review of qualifications by this office.
3. A pre-placement physical/examination MAY BE required for employment. (see position description)
4. Must be able to obtain and maintain a SECRET Security Clearance
5. Applicants must be legally authorized to work in the United States. DNG participates in E-Verify.

**Maureen K. Mulrooney**  
Lieutenant Colonel, DE ANG  
Director, Human Resources

**DISTRIBUTION:**  
1 – Requesting Official  
1 – DNG Website

## SUMMARY OF DUTIES AND RESPONSIBILITIES

The complete position description is on file in the HRO (State Personnel Branch) and available for review upon request

- Serves as Delaware Army National Guard's Energy Manager for energy requirements, and provides professional engineering services to other organizations on energy/water conservation matters.
- Utilizes engineering concepts and problem solving techniques to analyze energy data and conducts surveys, audits, and special studies to optimize program efficiencies. Integrates energy program with other State, National Guard Bureau (NGB), and Army programs recognizing interrelationships and ensuring compatibility with State, NGB, and Army plans, policy and goals.
- Develops plans and proposals for the development of alternative, renewable sources of energy, to meet future requirements while still maintaining Executive Order and statute directives for constant reduction of energy usage. Resolves novel production problems which at times require additional design considerations.
- Interprets and implements policy and regulations, congressional acts, local, state, and federal regulations and statutes in managing the energy conservation program. Prepares staff regulations, policy documents, memoranda of instructions, circulars, Standard Operating Procedures (SOPs), etc., regarding the energy conservation program. Prepares the installation energy resources management plan. Organizes working groups and chairs meetings with functional activities to identify new areas for reducing usage and to project future requirements. Supervises or performs spot inspections of installation activities for compliance with DA, IMCOM, State, NGB, and installation policies for efficient use of energy. Prepares reports for activity supervisors, commanders and higher headquarters about the progress and status of energy management programs in meeting presidential and congressionally directed reduction goals. Reviews and prepares energy related responses to audits, inspections, and surveys. Develops briefings and maintains management information data/charts for command review. Briefs command group, Installation Garrison (IG), and higher headquarters inspection teams about the energy conservation program.
- Reviews designs, including plans, specifications, and design analyses prepared by architect-engineers for technical adequacy, compliance with Government standards, conformance with best engineering practice, and satisfaction of the project objective for energy related alteration, construction, and repair projects; and makes recommendations for approval or disapproval based on technical merit. Meets with architect-engineer personnel to provide general direction and resolve differences. Provides technical review for bids on energy related projects under consideration for award. After award, serves as project manager for energy contracts. Reviews contractors' technical submittals, shop drawings, design computations, or similar information on materials for conformance with plans and specifications.
- Directs and analyzes energy data and conducts surveys, audits, and special studies to optimize program efficiencies. Develops techniques and conducts energy surveys, audits, Life Cycle Cost Analysis (LCCA) and feasibility reports to identify the nature and condition of existing facilities and to recommend design improvements to existing structures and systems. Supervises development or develops architectural-engineering specifications for technical inspections of buildings and utility systems for energy efficiency to include lighting; hot water systems; heating, ventilating, and air conditioning (HVAC) systems; and the building envelope. Performs technical supervision for energy data collection and analyzes data about building and utility systems to determine design improvements for energy conservation. Identifies problems such as improper use, type, or installation of systems; improper type or placement of thermostats; and other inefficient arrangements. Develops projects for and justifies both technically and economically, energy conservation retrofit projects, prepares project documentation for their approval and funding, and work orders or contract delivery orders for their accomplishment. Prepares estimates for alteration and modification projects; analyzes work to be done and assigns work in the most efficient manner and sequence. Performs cost-benefit analyses to determine if alteration costs will be recovered in energy conservation projects. Reviews, evaluates, and coordinates with other activities within the Directorate of Public Works (DPW) on Military Construction Army (MCA), Research Development Technical Evaluation (RDTE), maintenance and repair, and family housing projects, ensuring state-of-the-art conservation techniques are incorporated into the designs, suggesting different energy efficient methods, and keeping current about new, innovative ideas.
- Receives and reviews utility billings. Verifies billing information, inputs consumption quantities and cost into an excel spreadsheet database. Performs cost analysis adjustments if necessary, to insure all readings, quantities used and cost amounts charged are accurate. Recognizes and researches errors and inconsistencies in utility consumption. Contacts utility companies to resolve errors. Processes utility invoices for payment through Wide Area Work Flow. Records all pertinent utility information, quantities used, and cost, into an established computer database and generates standard monthly Army Energy and Water Reporting System (AEWRS) reports. Transmits reports electronically to higher headquarters. Prepares utility billing estimates for new and renewal tenant customers by performing analysis based on established criteria formulas. Submits potential utility fee charges to Director of Resource Management (DRM) Budget Office for approval and processing. Develops yearly utility sales rates for the facility tenant rental agreements by providing historical utility consumption data and computing cost inflation factors. Submits utility rates to Director, Public Works for approval.
- Receives water and energy information from various organizational components, reviews and records data. Records all pertinent information into an excel spreadsheet database and then generates standard computerized monthly AEWRS reports. Transmits reports electronically to higher headquarters.

## SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

Position requires travel up to 15%

## QUALIFICATION REQUIREMENTS:

### GENERAL EXPERIENCE:

Specialized experience required for position

### SPECIALIZED EXPERIENCE:

Must have at least one year of experience at the GS-11 or equivalent level and at least four or more years of experience with professional engineering knowledge, skills and abilities to coordinate and conduct technical review of all energy related designs and construction projects. Knowledge of facilities energy (gas/electric, renewable and water), characteristics and peculiarities sufficient to understand the technical aspects of handling, storing, receiving and issuing necessary to resolve difficult operational problems and the interrelationships of these functions with inventory control, accountability and quality assurance/surveillance. Must have knowledge of energy conservation techniques, management and methods used to reduce all forms of energy consumption without adversely affecting the mission. Knowledge of facility systems and procedures to evaluate operations for safety and conservation, and to be able to detect misuse and waste. Combination of education and experience is also acceptable.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** N/A for this grade level

**QUALITY OF EXPERIENCE:** Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

## PROBATIONARY PERIOD

Employees will normally serve a two year probationary period. The probationary period is the initial two years intended to ensure the employee is capable of performing the duties of the job and to determine whether they have the qualities needed for continued employment. (OPM Memorandum - "Initial Guidance on President Trump's Executive Order Strengthening Probationary Periods in the Federal Service", 28 April 2025)