State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 5/2023)

Classification: Mechanical Engineer

Working Title: Outreach and Education Mechanical Engineer

Position Number: 535-430-3583-014

Division/Branch: Efficiency/Building Standards

Collective Bargaining Identifier (CBID): R09

Work Week Group (WWG): 2

Date Approved: October 29, 2026

Conflict of Interest (COI): ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under direction of the Program and Project Supervisor of the Outreach and Education Unit in the Building Standards Branch of the Efficiency Division, the incumbent will lead the implementation of outreach and education deliverables and review the work of other staff; and prepare correspondence, reports, and a variety of outreach and education materials. The incumbent serves as a technical engineering resource and subject matter expert in the Outreach and Education Unit (O&E) to develop technical engineering deliverables that require engineering interpretations of the Energy Code; develops and conducts training on residential and nonresidential requirements in the Energy Code; and provides technical feedback in the form of recommendations on specific mechanical engineering problems back to the building standards/tools development and compliance teams. The incumbent will also serve as a primary contact for the technical engineering questions from interested parties and other government entities related to Energy Code implementation.

Essential Duties

35% **Outreach and Education.** Serve as the O&E Unit subject matter expert on the residential and nonresidential Energy Code mechanical systems and covered processes requirements. Perform mechanical engineering research and develop technical educational materials to support implementation of the Energy Code and compliance tools such as CBECC. Perform a wide variety of field and office mechanical engineering assignments pertaining to the development and delivery of training materials to both CEC staff and industry parties

statewide. Provide CEC updates at industry meetings; and prepare for staff educational booths at industry events. Note: This job requires ~10% travel.

30% **Program and Policy Support.** Provide assistance to the building standards development and tools teams by supporting updates to the Reference Appendices, Residential and Nonresidential Compliance Manuals, and compliance documents. Attend utility and public meetings; and review, analyze, and make recommendations on CEC staff/contractor measure and CASE reports. Review and provide technical feedback on proposed Energy Code updates.

15% **Documents and Deliverables.** Coordinate and review various educational resources related to the Energy Code developed by utility partners and other industry members, including presentations, videos, fact sheets, guides, note blocks, and checklists.

15% **Technical Support.** Prepare mechanical engineering responses for highly technical correspondence, email, and telephone inquiries about building designs, drawings, and specifications from building officials and the building industry. Respond to requests for technical engineering assistance and information from the public, governmental agencies, utilities, and other organizations interested in energy efficiency regulations, resources, policy, programs, and technologies. Provide technical assistance for Energy Standards Hotline inquiries.

Marginal Duties

5% Perform other duties as required, consistent with the specifications of the classification.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date**:_____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 5/2023)

Jordan Garbayo (Print): _____

Jordan Garbayo's Signature:_____ **Date**: _____