

City of Lowell
Job Description
Please Post: July 9, 2014
Deadline: July 18, 2014
Department of Planning & Development
Energy Manager

ANTICIPATED VACANCY

Job Title: Energy Manager (1100-DH05, 2045)
Department: Division of Planning and Development (DPD)
Reports To: Housing and Energy Program Manager
FLSA Status: Non-Exempt
Union: Ordinance/ Non-Union Grant Position
Salary: \$53,559.53 - \$61,184.71 per City Ordinance

ESSENTIAL DUTIES AND RESPONSIBILITIES The primary responsibilities for the position include the following:

- Track energy use data, energy costs utilizing MEI and coordinate data collection in order to prepare annual reports to identify opportunities for saving and potential issues.
- Develop program for outreach to staff and students about energy use reduction goals.
- Monitor compliance during the operations phase of the ESCO to ensure that energy and cost saving are being achieved and maintenance is being done as required to maximize efficiency.
- Monitor the power purchase agreements to ensure that contracted energy is being delivered by the system and credited properly on net metering accounts.
- Work with City departments to identify and develop energy efficiency projects for municipal buildings and operations. The Energy Manager will also work to identify opportunities to reduce fuel consumption by the City vehicle fleet and assess feasibility of introducing vehicles that operate on renewable energy sources.
- Prepare on an annual basis the Green Community grant application to secure funding for implementation of energy efficiency programming and management of these projects.
- Develop energy efficiency education and finance programming in conjunction with aggregation, with a goal of designing and implementing Lowell-specific programs using the energy efficiency payments made by the aggregated rate payers.

OTHER DUTIES & RESPONSIBILITIES

- Work with City's Chief Procurement Officer on energy procurement.
- Establish a five-year plan for LED retrofit of the City's streetlights, and retrofit 1,000 streetlights.
- Work with the Green Building Commission to develop and implement education and awareness programs in the schools and community around energy efficiency, conservation, and renewable energy.

- Performs other duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor's degree in engineering, or equivalent work experience. The professional designation of Certified Energy Manager (CEM), Certified Lighting Efficiency Professional, LEED, and Certified Energy Auditor are preferred. Valid driver's license required.

EXPERIENCE

A minimum of three years of related professional experience, including development and implementation of energy efficiency and renewable energy programs. Knowledge and experience in environmental management, climate change, energy efficiency, renewable energy and environmental sustainability principles.

KNOWLEDGE, SKILLS & ABILITIES

Experience in environmental and energy programs, with knowledge of the latest principles, methods, and techniques of renewable energy and energy efficiency programs. Knowledge of laws, rules, and regulations regarding energy procurement practices, the Green Communities Act, and other environmental and renewable energy federal, state and local regulations. Ability to communicate effectively both orally and in writing, to establish positive public relations for the municipality, and to interact effectively with a wide variety of people.

COMPUTER SKILLS

Possess a thorough knowledge of and familiarity with modern office technology, electronic equipment and software applications and operations. Proficiency in the use of software applications such as Portfolio Manager, Excel, PowerPoint.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence; and to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ July 18, 2014. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer