

TITLE: ENERGY OFFICE MANAGER
LEVEL: M-4 \$44,991 - \$54,880
DEPARTMENT: PUBLIC INFRASTRUCTURE

FUNCTION: Coordinate and/or oversee all energy data related to the office's activities. This includes, but not limited to, verifying and integrating the savings attributed the City's energy efficiency efforts, the appropriate assignment of solar net metering credits and the tracking of our electric vehicle charging station use into a common database. Activities include updating the Mass Energy Insight tool and data population into EPA's Portfolio Manager.

SUPERVISION RECEIVED: Works under the general supervision of the Department Head.

SUPERVISION EXERCISED: Exercise supervision over department staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Key Activities:

- General Activities
 - Oversee development of Energy Data Monitoring and Oversight Data Strategy as well as assist in the broader Strategic Energy Plan for the City
 - Develop information resources; maintain an energy database for all City operations to provide baselines for energy use and savings analysis
- Program Data Activities
 - Oversee implementation of data management program, including efficiency, solar and transportation activities
 - Manage related budgets
 - Coordinate data gathering protocols between and align efforts amongst City departments, State, for-profit business partners, utility companies and other key stakeholders
- Procurement oversight for all related products and services
- Oversee the City's final step in becoming a MA DOER Green Community

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

QUALIFICATIONS:

Education and Experience: BA required, MA preferred. Experience with project management and coordinating efforts between multiple entities. Experience with database management and software programs. Familiarity with local, State and Federal energy programs, policies and regulations such as the MA Green Communities Act and Global Warming Solutions Act.

Necessary Knowledge, Skills and Abilities: Knowledge of the energy sector, particularly of energy efficiency and alternative technologies, and their components of cost. General knowledge of and a personal commitment to environmental and sustainability issues. Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; working knowledge of modern records management techniques.

Excellent interpersonal skills, team building skills, analytical and problem solving, decision making skills, effective verbal and listening communications skills, attention to detail and high level of accuracy, effective organizational skills, effective written skills, computer skills including Excel, Word, Access, time management skills, stress management skills.

Ability to communicate clearly and effectively to internal staff, external collaborators and the public. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

There are deadlines associated with this position and the incumbent must deal with a wide variety of people on various issues.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license with good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

ENVIRONMENTAL/PHYSICAL DEMANDS: 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. Location is in a busy, open area office. Incumbent is faced with constant interruptions and must meet with others on a regular basis. Incumbent spends long hours in intense concentration, long hours on a computer requiring attention to detail and highest level of accuracy.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.