

## **Notice of Job Opening**

**Position:** Energy Manager

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:** Administrative Services

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$68,000/year

**Schedule:** 37.5 hours/week

**Application Deadline:** **11:59 pm on Friday, December 17th, 2021**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Friday, November 19, 2021.**

## **ENERGY MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for supervising and coordinating the implementation of effective energy programs in a municipality. The incumbent is responsible for the implementation of a city-wide energy management program, including operations improvement, preventative maintenance procedures, and processes to identify and implement energy savings, efficiency retrofit projects and information management to reduce energy use. Work is reviewed by an administrative supervisor through conferences and review of reports. This position is under the general supervision of the Director of Sustainability. Supervision is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develops and is responsible for the implementation of a city-wide energy management program, including operations improvement, preventative maintenance procedures, and processes to identify and implement energy savings, efficiency retrofit projects and information management to reduce energy use.
- Assists the Director of Sustainability to manage the municipal street light utility and oversees the conversion of street lighting to energy efficient lighting;
- Collaborates across all City departments to ensure understanding of energy management initiatives and reporting requirements;
- Guides departments on implementation of sustainability policies, with an emphasis energy savings initiatives;
- Identifies grant opportunities and submits applications for funding;
- Sets interim goals, develops measurements and metrics for city-wide energy initiatives and programs to track overall progress toward energy management goals;
- Supports implementation and tracking (data review and management) of city-wide sustainability initiatives;
- Collects and audits energy data to identify integrity issues and/or opportunities for improvement;
- Communicates information the amount of energy consumed by City buildings and infrastructure, and identifies opportunities to invest in energy efficiency and renewable energy;
- Develops and implements strategies to optimize opportunities for collaboration with federal, state and local organizations;
- Participates in working groups with other cities and state agencies to collaborate and share best practices, case studies and challenges to implementation;

- Assists with sustainability projects in the municipality, including energy issues, but also projects in the areas of environmental justice, food waste reduction, land use and transportation, outreach, water, urban agriculture and related fields.
- Assists broadly with sustainability projects in the municipality, including energy issues, but also projects in the areas of environmental justice, food waste reduction, land use and transportation, outreach, water, urban agriculture and related fields.
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of issues related to energy, sustainability and climate change;
- Good knowledge of energy efficiency, climate change issues and greenhouse gas emissions reduction efforts for buildings and other emission sources;
- Ability to use Microsoft Office Suite and other software applications required to perform duties and responsibilities;
- Ability to communicate effectively, both verbally and in writing;
- Ability to present data, reports and recommendations clearly and concisely in written and oral form;
- Ability to direct and manage stakeholder involvement;
- Strong analytical skills;
- Tact;
- Patience;
- Initiative;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree (or higher) in engineering, business, sustainability, management, policy or a related field AND six (6) months experience in developing and implementing energy efficiency/sustainability programs.