

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 Deputy Commissioner of Administrative Services. 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, processes to identify and implement energy savings, efficiency retrofit projects and information management to reduce energy use;
- Manages all street lights in the City of Albany 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 energy savings initiatives;
- Develops and manages energy program budget and develops and implements procedures to ensure fiscal accountability for energy consumption and investment of grant resources and City funds;
- Identifies grant opportunities and submits applications for funding;
- Oversees personnel and/or consultants and contractors supporting efforts to develop and implement related energy projects and programs;
- 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 energy 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;
- 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.