

MUNICIPAL ENERGY MANAGER PROGRAM SKILLS AND BEHAVIOURS CHECKLIST

August 2020

The Municipal Energy Manager (MEM) program is delivered by MCCAC with technical advisory support provided by CLEAResult. This document will help the hiring municipality assess the skills of candidates and provide MCCAC and CLEAResult an understanding of the strengths and experience of the hired candidate.



**Municipal
Climate Change
Action Centre**

SKILLS CHECKLIST

Candidates with significant experience in all the Energy Manager responsibility and skill areas may be rare. Municipalities are encouraged to select a candidate with the most robust energy management experience among the candidate pool and the candidate that is the best fit with their organization. MCCAC-contracted technical advisors will provide training, coaching, and other supports to the hired MEM to supplement any experience or knowledge gaps they may have.

CHECKLIST

Tasks and Skills Level for the Position	N/A	Basic Experience	Good Experience	Extensive Experience
Meticulous project management and tracking				
Analyzing the energy performance of processes using monitoring equipment and statistical analysis				
Guiding the development of overall continuous improvement or energy management plans				
Collecting, organizing, analyzing energy data				
Identifying, prioritizing, and implementing energy-saving projects				
Motivating and coaching facility management personnel and teams				
Technical report writing for technical and non-technical audiences				
Ability to coordinate internally and externally with a broad group of stakeholders to ensure alignment and delivery of program requirements and goals				
Excellent written communication skills for presentations, technical reports, e-mail, and other written documents				
Outstanding oral communication skills will be necessary for telephone, one-on-one communication, and presentations to groups				
Project management expertise to successfully deliver projects on time and budget				
Ability to perform financial, operational, and environmental analysis of energy-related projects				
The ability to work with a team and give and take direction to/from co-workers				
Ability to work independently, take direction and complete tasks without constant oversight				

Ability to work with Office Suite for reporting purpose				
Ability to resolve conflict when dealing with a difficult situation				
The ability to understand the Municipality's priorities/values and how to tailor their approach to create positive change				
Experience and familiarity working with energy modeling software (ie. RETScreen)				

Education/Experience/Skills:

- Bachelor's degree or higher in Environmental Science, Engineering, or a closely related field with a technical focus on climate change and/or energy management working with concepts of energy efficiency, renewable energy, environmental management systems, greenhouse gas inventory, climate change initiatives or similar (including any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job).
- 2-5 years of experience in mechanical, electrical, chemical, commercial, industrial, energy efficiency, project management (with an energy focus), facility engineering or a related field.
- Experience with systems, and processes and/or energy engineering principles, methods, and techniques required.
- Experience with the following systems is desired: HVAC, lighting, chillers and refrigeration, motors, variable frequency drives, compressed air, building envelope, renewable energy, and process equipment.
- The following credentials are considered an asset(s): Professional Engineer (P.Eng.) license, Certified Energy Manager (CEM), Certified Practitioner in Energy Management Systems (CP EnMS) or other similar certification, and willingness to pursue additional certifications and training.

Hiring Process/Approval

- After selecting a preferred candidate, the hiring municipality will send this completed form and the candidate's resume to MCCAC.
- After review and approval, the MCCAC will send the municipality the first incentive payment in accordance with the MEM Guidebook, the MEM Funding Agreement, and the salary value provided below (excluding ineligible expenses as described in the MEM Guidebook Section 3.4).

Municipality Name:	
Candidate Name:	
Phone Number:	
Email:	
Start Date:	
Salary Amount: (excluding ineligible expenses such as benefits, see MEM Guidebook)	
Does the municipality already have an active RETScreen license?	<input type="checkbox"/> Yes <input type="checkbox"/> No *Please note that an active RETScreen license will be needed throughout the MEM program. MCCAC will provide a complimentary RETScreen license if the municipality does not already have one.

Per:

 Name:
 Title:
 Date:

Per:

 Name:
 Title:
 Date: