

Skills and Behaviours Checklist for a Municipal Energy Manager Program Position

1- Introduction

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.

2- Job Description

Key duties and skills required for the coaching element of this position include:

Tasks and skills level for the position	N/A	Basic experience	Good experience	Extensive experience
• Overall program management delivering consulting services to multiple internal customers				
• Meticulous project management and tracking				
• Motivating and coaching facility management personnel and teams				
• Guiding the development of overall continuous improvement plans				
• Facilitating training workshops and onsite energy audits and other one-on-one events				
• Analyzing the energy performance of processes using monitoring equipment and statistical analysis				
• 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				
• Exceptional customer service				
• 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				

<ul style="list-style-type: none"> • Ability to resolve conflict when dealing with a difficult situation 				
<ul style="list-style-type: none"> • The ability to understand company's priorities/values and how to tailor your approach to create positive change 				

3- 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.

4- Hiring Process/Approval

1. After selecting a preferred candidate, the hiring municipality will send this completed form, and their resume to MCCAC and CLEAResult.
2. The hiring municipality will make the final decision regarding hiring of the candidate. The hiring municipality will notify both MCCAC and CLEAResult of their decision by providing the name of the candidate, their contact details, the candidates final yearly salary amount, and the agreed upon start date.
3. MCCAC will send the municipality the first incentive payment in accordance with the MEM Guidebook.

Candidate's name:	
Phone number:	
Email:	
Start date:	