

## Municipal Energy Manager Program

### Sample Job Description

This document contains a sample job description to assist municipalities that are recruiting employees for the Municipal Energy Manager program.

This document will help municipalities craft an effective and informative job description. The following information is meant to act as a guide. It is not mandatory to include it in a job posting.

It is suggested that participating municipalities add additional items to this general job description to clarify their specific position, align with organizational goals, and comply with corporate policies.

Candidates with significant experience in all of the energy management responsibility and skill areas may be rare. Energy managers are also in very high demand. Municipalities are encouraged to select a candidate with the most robust energy management experience and the candidate that is the best fit with their organization. MCCAC staff will provide additional coaching to the hired MEM to supplement experience or knowledge gaps. Project Implementation Rebates may also be used to supplement experience or knowledge gaps.

All candidate screening, interviewing, and hiring decisions are the responsibility of the participating municipality.

**Position:** *Select one of the following: “Energy Manager”, “Energy Efficiency Specialist” or any other relevant name. It is recommended that the position title refer to energy management in some way.*

**Municipality:** *insert name of municipality (or name of lead municipality in the case of this is shared position)*

**Location:** *XYZ*

**Department:** *Specify department*

**Classification:** *Specify level*

**Languages:** *English (French is an asset), English and French*

**Term:** *12 or 24-month contract*

**Salary:** *If your organization shares salary details please add here*

**About us:** *If your organization shares details here*

**About the Position:** *The energy manager will work for a municipality to develop an energy management plan, implement energy saving opportunities and realize energy savings.*

### **Energy Manager Responsibilities**

- Manage and track energy-saving projects with meticulous attention to detail.
- Analyze energy performance using monitoring equipment and statistical analysis.
- Develop overall continuous improvement or energy management plans.
- Collect, organize, and analyze energy data to identify opportunities for improvement.
- Identify, prioritize, and implement energy-saving projects.
- Motivate and coach facility management personnel and teams on energy efficiency best practices.
- Write technical reports for both technical and non-technical audiences.
- Coordinate internally and externally with a broad group of stakeholders to ensure alignment and delivery of program requirements and goals.
- Communicate effectively through written documents, presentations, and oral communication.
- Manage projects to deliver on time and within budget.
- Perform financial, operational, and environmental analysis of energy-related projects.
- Collaborate with team members and provide and receive direction.
- Work independently, taking initiative and completing tasks without constant oversight.
- Use MS Office Suite for reporting purposes.
- Resolve conflicts in difficult situations.
- Tailor approach to align with Municipality’s priorities and values to create positive change.
- Utilize experience and familiarity with energy modeling software.

### **Energy Manager Education / Experience / Skills**

- Bachelor’s degree or higher in Environmental Science, Engineering, or a related field with a technical focus on climate change and/or energy management.

- ❑ 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 energy systems, processes, and principles, methods, and techniques.
- ❑ Familiarity with systems such as HVAC, lighting, chillers and refrigeration, motors, variable frequency drives, compressed air, building envelope, renewable energy, and process equipment.
- ❑ Strong analytical skills to analyze energy performance data and identify improvement opportunities.
- ❑ Proficiency in energy modeling software and ability to use it effectively (e.g., RETScreen, GRITS, Energy Star Portfolio Manager).
- ❑ Knowledge of energy management systems, greenhouse gas inventories, and climate change initiatives.
- ❑ Excellent project management skills, with the ability to manage multiple projects simultaneously and deliver results on time and within budget.
- ❑ Strong communication skills, both written and verbal, with the ability to communicate effectively with technical and non-technical stakeholders.
- ❑ Ability to work independently and collaboratively in a team environment.
- ❑ Strong problem-solving skills to address complex energy management issues.
- ❑ Professional certifications such as Professional Engineer (P.Eng.), Certified Energy Manager (CEM), Certified Practitioner in Energy Management Systems (CP EnMS), or similar certifications are considered assets.
- ❑ Willingness to pursue additional certifications and training to enhance skills and knowledge in energy management and related areas.

**Benefits:** *Optional if your municipality normally includes details about the employee benefits package or other perks.*

**How to Apply:** *Municipality's hiring procedure*

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