

Municipal Energy Manager Program

Skills And Behaviours Checklist

After selecting a preferred candidate, the hiring municipality will complete this Skills and Behaviour's Checklist. This document helps a municipality assess the energy management skills of candidates.

The municipality will submit this completed document and the candidate's resume to MCCAC. This provides MCCAC with an understanding of the strengths and experience of the candidate.

Candidates with significant experience in all the energy management responsibility and skill areas may be rare. Municipalities are encouraged to select a candidate with the most robust energy management experience and the candidate that best fits with their organization. MCCAC staff can provide additional coaching support to the hired MEM to supplement any experience or knowledge gaps they may have. Project Implementation Rebates can also be used to supplement any gaps.

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.

CHECKLIST

Tasks and Skills Level for the Position	N/A	Basic Experience (0-2 years)	Good Experience (2-4 years)	Extensive Experience (>4 years)
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)				

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)

Municipality Name: _____
Candidate Name: _____
Phone Number: _____
Email: _____
Start Date: _____
Salary Amount:
(excluding ineligible expenses) _____

MUNICIPAL AUTHORIZED SIGNATURE

The _____ represents and warrants that all information contained in this document is true and correct.

Per: _____
Signature

Name:

Title:

Date:

Per: _____
Signature

Name:

Title:

Date: