

ENERGY MANAGER - EXAMPLE JOB DESCRIPTION

REPORTS TO: CFO

JOB SUMMARY

The Energy Manager manages the organization's efforts to promote responsible use of natural resources and protection of the natural environment, primarily by reducing the use of utilities and operation of facilities, promoting recycling. The individual utilizes various tools and software to monitor building utility consumption to assist with determining energy reduction projects for the organization. The Energy Manager collaborates with utility providers energy service and equipment providers to coordinate organizational energy and sustainability programs and provide analysis, information and recommendations to applicable leadership. Responsible for providing technical analysis, review, measurement, and verification projects. Provides technical analysis and review for performance monitoring or contracts.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Participates as team member of a project development team for development of energy savings and performance contracting projects.
- Provides technical analysis/review for energy projects; providing project risk assessment.
- Identify and establish working relationships with all necessary engineering, construction and procurement firms (with focus on energy conservation and generation resources) required to execute energy recommendations.
- Perform building "walk-through" and identify energy conservation measures (architectural, mechanical, electrical, etc.) in commercial, institutional and industrial facilities.
- Effectively develop scopes of work for, and manage consulting engineers performing Investment Grade building audits.
- Partners with leadership on varying levels of project tasks as assigned by project development leader. Works autonomously on assignments.
- Effectively analyze and assess the economic impacts of utility company rate structures and supply side options in a wide variety of customer environments.
- Expert use of simulation software and spreadsheets to accurately represent pre and post retrofit building operation.
- Customizes software and spreadsheets to achieve desired technical results and presentations.
- Recommends best methods for measurement and verification of system performance during the acquisition phase.
- Conducts interim reviews during project construction to assess guaranteed impact of any changes to the original contract scope of work.
- Accurately assess and provide feedback on project engineering risk.
- Provide continuous improvement recommendations on a yearly basis for optimizing existing control strategies.
- Baseline knowledge in energy/utility accounting software.
- Analyses data output for trends and/or any deviations that need further investigating.
- Develops/streamlines existing reporting capabilities from a software standpoint and a usability perspective and investigate new technologies.
- Responsible for reviewing contract documents and conducting job surveys.
- Assists in the preparation of cost estimates for projects.
- Understanding of Construction processes and schedules.

SKILLS

- Ability to read, analyze, and interpret plans, specifications, contract documents, control drawings, service bulletins, technical procedure manuals, equipment specifications, and governmental regulations.
 - Ability to write reports, business correspondence, and procedure manuals.
 - Ability to effectively present information and respond to questions from top management, customers, and service personnel.
 - Desire for hands-on project development and customer contact
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
 - Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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CERTIFICATES, LICENSES, REGISTRATIONS

Required Certifications/Licenses:

- Certified Energy Manager (CEM) certification obtained through the Association of Energy Engineers (AEE).

Additional Certifications:

- CEP Certified Energy Procurement Professional
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP) certification obtained through the Green Building Council Institute (GBCI).

Additional Preferred Experience In:

- Commissioning, Construction Engineering, Electrical Design, Facilities Engineering, HVAC or P.E is desired.
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EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Engineering and five (5) years' experience; or equivalent combination of education and experience in Energy Engineering.
 - Knowledge and experience with HVAC, control, electrical systems and proficiency with energy analysis tools.
 - Working knowledge of cost and savings studies and incorporating energy conservation measures.
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