



## **Municipality of Jasper, Alberta**

### **MUNICIPAL ENERGY MANAGER**

**Reports to:** **Director of Operations and Utilities**

**Description:** The Municipal Energy Manager (MEM) is a regional position, based in the Municipality of Jasper serving the Municipalities of Jasper and Hinton. This position is responsible for energy management planning, tracking energy use, and leading energy-saving projects towards a more energy-efficient work culture. The MEM will also identify and prioritize energy-saving opportunities, distribute and share knowledge with senior municipal leaders, and complete regular reporting on their progress and achievements among other activities.

The position is a temporary, full-time minimum one (1) year term contract. The position is partially funded through the Municipal Climate Change Action Centre (MCCAC) Municipal Energy Manager (MEM) Program.

#### **Duties and Responsibilities:**

- Manage the MEM program responsibilities and complete all 'Deliverables' as outlined in Schedule 'A' within the first year of employment.
- Benchmark, track, and determine energy usage and energy consumption of all municipally owned buildings in Jasper and Hinton.
- Identify, analyze, and prioritize energy-savings opportunities through the development of energy consumption reduction plans and strategies.
- Analyze energy conservation measures, identify inadequacies, and recommend equipment upgrades and renewable energy solutions.
- Create municipal greenhouse gas emission inventories and collaborate with Jasper and Hinton to identify specific, appropriate, measurable, and timely emission reduction targets and goals.
- Guide the development of an Energy Management Plan for each Jasper and Hinton and monitor its continual improvement and implementation.
- Deliver energy management services in general to multiple municipal facilities.
- Assist with the management of MCCAC MEM program requirements.
- Develop quarterly and year-end progress reports highlighting individual municipal energy management plan targets, performance indicators, energy-savings projects, and other deliverables.
- Identify and prioritize energy-reduction or energy-generation funding opportunities.
- Deliver presentations to provide status updates, deliverable progress, lessons learned, and recommendations for future projects.
- Facilitate group workshops when applicable.

#### **Skills and Attributes:**

- Ability to engage and respond to program participant needs, and ability to develop effective partnerships with diverse stakeholders.
- Extraordinary attention to detail, organizational and problem-solving skills.
- Ability to foster strong relationships with stakeholders, both internal and external, individually and as part of a team.
- Sound business ethics, including the protection of proprietary and confidential information.
- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource.



- Ability to form and maintain effective relationships with coworkers and build strong professional relationships with clients over the phone, email and in-person.
- Excellent problem-solving skills with the ability to analyze situations, identify existing or potential problems and recommend solutions.
- Ability to utilize spreadsheets, databases, and similar methods to maintain and report metrics.
- Demonstrated fluency in using standard office software packages (MS Office: Access, Excel, Word, PowerPoint, Outlook, Google Suite).
- Excellent written communication skills for presentations, technical reports, email, and other written documents.
- Excellent interpersonal skills and relationship management skills.
- Ability to self-manage in a timely and organized fashion and successfully engage in multiple initiatives simultaneously
- Ability to work independently, take direction and complete projects without constant oversight.
- Ability to work flexible hours including some evenings and weekends.
- A valid class 5 driver's license.
- Project management expertise to successfully deliver projects on time and budget

#### **Education and Experience:**

- Bachelor's degree or higher in environmental science, engineering, or a technical diploma in a closely related field with a 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/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 the following systems: HVAC, lighting, chillers and refrigeration, motors, variable frequency drives, compressed air, building envelope, renewable energy, and process equipment.
- Professional experience with energy systems, and processes and/or energy engineering principles, methods, and techniques considered an asset.
- Professional experience in climate change mitigation, greenhouse gas emission inventories, target-setting, energy management planning, energy engineering calculations and energy auditing considered an asset.
- Experience with energy benchmarking and energy benchmarking software considered an asset (e.g., RETScreen, EnergyStar Portfolio Manager).
- The following credentials are considered an asset(s): Professional Engineer (P.Eng.), Certified Energy Manager (CEM), Energy Manager In Training (EMIT), Certified Engineering Technologist (CET), Certified Practitioner in Energy Management Systems (CP EnMS), Certified Leadership in Energy and Environmental Design (LEED), or other similar certification.

#### **Working Conditions:**

- Work in an office and field environment.
- May be required to attend meetings outside of regular office hours.
- Working conditions contain moderate risks which require planned safety precautions for limited periods of time.
- May be subject to inclement weather.
- Use of Personal Protective Equipment may be required (i.e. Safety boots).



## SCHEDULE A

### Municipal Energy Manager Program - Year Two Deliverables

- Expand upon and finalize the Year Two Work Plan submitted in the third-quarter progress report that includes at a minimum, an overview of all Year Two required deliverables, a timeline of all Year Two activities, and potential GHG reducing projects.
- Continue following the Year One Energy Management Plan (EMP) deliverables for all municipal facilities and refresh as needed to reflect the following:
  - Updated results of the Energy Management Assessment to evaluate the changes and status of energy management practices over Year One;
  - Updated municipal building portfolio energy performance via energy benchmarking with up to date energy consumption information; ◦ Revised GHG reduction targets for the entire municipal building portfolio, if required;
  - Additional identification of specific opportunities to realize measurable and meaningful improvements in energy efficiency as recommendations to building managers, if any;
  - An updated list of the best opportunities for pursuing GHG reductions in the municipal building portfolio; and
  - An updated list of incentive funding available to Municipalities that will support the identified opportunities.
- Present the EMP and Work Plan to municipal staff and elected officials. Send the EMP, Work Plan, and presentation slides to MCCAC.
- Complete or initiate greenhouse gas (GHG) emission-reducing activities that achieve a 5% GHG reduction from the previous year's emissions or an approved reduction based on the EMP scope.
- Complete quarterly progress reports on deliverable progress, updates to the Work Plan and EMP, and identification of additional energy-related work beyond MEM deliverables to be submitted to MCCAC.
- Present an overview of Year Two deliverables to municipal staff and elected officials that includes details on Year Two progress including the Work Plan, the EMP, case studies on the GHG reducing projects, and any other related initiatives. Send presentation slides to MCCAC.
- Participate in the Energy Management Assessment update with technical advisors to evaluate the changes and status of energy management practices and policies over Year Two.
- Submit a final report that summarizes all Year One and Two projects, continued energy management recommendations, and municipal learning outcomes.

All deliverables including the EMP, Work Plans, presentation slides, or other materials must be sent to the designated MCCAC Coordinator for progress tracking purposes upon completion. Municipalities receiving MEM funding are encouraged to apply for project funding from MCCAC or other organizations to offset the cost of identified projects.