

CITY OF HAMILTON

CITYHOUSING HAMILTON (ASSET RENEWAL SECTION – LOCATION – 55 HESS ST. S.)

SENIOR PROJECT MANAGER, ENERGY INITIATIVES

SUMMARY OF DUTIES

Reporting to the Manager, Asset Renewal, the Senior Project Manager, Energy Initiatives will contribute to a dynamic team of professionals and be responsible for assisting in the delivery of efficient and effective Energy Performance and Project Management for all CityHousing Hamilton Properties. You will assist in project managing the corporate energy portfolio, internal stakeholders and external consultants/contractors in the delivery of cost-effective energy management, energy conservation and demand management programs and services.

GENERAL DUTIES

Assist the Manager, Asset Renewal in the development and implementation of the Corporate Energy Policy, including communication, client reports, energy audits, utility billing analysis, project management of energy retrofits, demand response, budgeting, retrofit agreements and the provision of expert advice to internal and external client groups. Develops and implements corporate energy conservation and demand response measures.

Assist in Development and project management on Corporate energy retrofit projects.

Oversees Energy Audits and provide Energy Retrofit Advice to CityHousing Board of Directors and stakeholders.

Assist in developing and maintaining collaborative communications with the City of Hamilton and other departments, suppliers and contractors.

Assist in developing and pursuing alternative funding sources and incentive programs for Energy Management Projects through saveOnenergy, IESO and any Provincial/Federal programs.

Manage contractor/consultants and suppliers and provide the appropriate support to the programs being delivered from the CHH Asset Renewal Department.

Assist in managing and overseeing the efficient delivery of all Capital Energy renewal projects and associated consulting.

Develop and implement energy management metering, monitoring and billing verification programs.

Assist the Manager, Asset Renewal with recommendations on services, policies and programs while continuously striving to improve processes and identify opportunities for cost-reduction to CEO and CHH Board of Directors.

Assist with identifying/planning/coordination and accounting for environmental benefits (reduction of operating expenses/reduction of carbon emissions associated with energy reduction measures in new construction/redevelopment, energy retrofit and demand response projects.

Work collaboratively with CHH departmental staff to ensure that daily operations are synchronized with Corporate mandate.

Account/ Energy Management reporting for energy related projects with other City Departments.

Assist in the monitoring of the Sustainable Energy Fund and related Replacement Reserve (Capital) budget for the Asset Renewal Department in accordance with established procedures and ensures maintenance activities are within approved budget.

Verify and request payment for outside trades and companies carrying out work under the section's direction.

Ensure compliance with Corporate/Department/Divisional rules, regulations, procedures, policies and safe working practices.

Assist in Developing, managing, forecasting and monitoring financial budgets for energy conservation and demand management retrofits, audits/billing verification and activities of the section.

Assist and participate in the development and preparation of the Replacement Reserve (Capital budgets) for the Department in accordance with established corporate and divisional procedures. Assist in recommending future budget appropriations.

Assist in providing bi-annual reports on energy, cost and environment savings achieved vs. targets. Adhere to mandated health & safety standards by monitoring and participating in the employee health & safety program.

Responsible preparing cost estimates, business cases and technical briefings for energy replacement or retrofit of building HVAC, lighting, metering, controls, envelop, system or equipment and presents findings and recommendations to the Manager, Asset Renewal and other City Energy staff.

Capital Improvements: Identifying and leading initiatives to improve capital projects through design and technology. This includes more thorough integration of energy considerations into projects related to energy, like ventilation, insulation and heating.

Building Automation: Implementing advanced building automation. This includes continued development of integrated control systems for heating, cooling, ventilation and water circulation.

Electricity Rate Optimization: Actively managing electricity rates. This includes expanding from a focus only on gas to implementing electricity rate class changes and price contracts where beneficial.

Invoice Auditing: Identifying and correcting billing errors. This includes whole bill analysis and consumption analysis.

Assist in the developing and project managing corporate energy management strategies and plan to ensure cost effective and long term energy conservation of utilities in accordance with the Energy Manager Program sponsored by Horizon Utilities.

Perform such other duties as may be assigned, which are directly related to the normal job function.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Proven knowledge of built environment, utilities and/or energy industry normally acquired by attaining a diploma in Engineering Technology/Certified Energy Manager or a relevant discipline or a combination of education and relevant work experience.
2. Previous experience in energy efficiency as it applies to building sciences, HVAC equipment optimization (chillers, boilers, pumps and fans), lighting, building cladding (solarwall), building automation systems and control strategies, LEED/Passive House design concepts and metering/monitoring.
3. Previous supervisory experience related to Project Management delivery would be considered an asset.
4. Previous experience in the energy (natural gas, electricity, water utilities) industry and with IESO/saveOnenergy/Provincial/Federal/Cap and Trade incentive programs.

5. General proven knowledge of renewable energy, power generation systems (CHP) and back-up generation for facilities.
6. Excellent demonstrated understanding of utility metering, billing and rate structures for electricity, water and natural gas utilities.
7. Previous project management experience that demonstrated detail oriented and organizational skills for managing multiple tasks.
8. Strong communication skills, both verbal and written business analysis, report writing and consultation/presentation skills.
9. Detail oriented and organizational skills for managing multiple tasks.
10. Excellent leadership/decision making and people management skills.
11. Strong public relations skills to build partnerships and collaborative relationships with people both inside and outside the organization stakeholders.
12. Must have excellent computer skills in a Windows environment utilizing MS Word, Excel software with a strong focus on project management.
13. Proven knowledge of corporate budget process and budget control or previous financial management experience including developing, implementing and monitoring budgets.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.