

CITY OF HAMILTON

CITYHOUSING HAMILTON (ASSET RENEWAL – LOCATION – 55 HESS ST. S., 23RD FLOOR)

PROJECT MANAGER, ENERGY

CityHousing Hamilton is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

SUMMARY OF DUTIES

Reporting to the Manager, Asset Renewal, CityHousing Hamilton, the Project Manager, Energy, will contribute to a dynamic team of professionals and be responsible for assisting in the delivery of efficient and effective Energy Management Projects across all CityHousing Hamilton facilities. The Project Manager, Energy, assists in project managing the energy portfolio, internal stakeholders and external consultants/contractors in the delivery of energy conservation, and demand management programs and services.

GENERAL DUTIES

Assist in the development and implementation of the Corporate Energy Strategy, conservation and demand management strategies, including communication, reports, energy audits, and project management. Creation and implementation of demand response, budgeting, retrofit agreements, expert advice, energy billing and verification.

Develop and project manage energy management capital projects and plan to ensure cost effective and long term energy conservation and accuracy of utilities and incentive submissions.

The Project Manager shall be responsible for following project management best practices, project plan development and project resource planning along with the following:

- development of terms of references including defining project scope;
- identification of project risks and develops strategies to minimize potential impacts;
- identification of project tasks;
- estimation of costs;
- development of project schedules;
- identification of milestones and budget;
- identification of project resources and skill requirements; and,
- determining allocation of financial resources to project tasks, recommend future budget appropriations.

Serve as project lead for CHH Energy projects including representation at departmental/corporate meetings and external committees involving other levels of government and agencies.

Manage project funding, monitor budgets and maintain schedules with the ultimate goal of delivering within budget scope.

Provide energy reports and energy analysis by conducting energy audits, creating cost analyses/forecasts reductions and environmental benefits (emission credits) associated with energy efficiency retrofit improvements for funding/incentives. Recommend procuring energy for specified time periods at specific prices, including physical/financial hedges. Providing the CFO with forecasts and monitor financial budgets for energy conservation and demand management.

Monitor, identify, verify, analyze, provide expert advice and recommendations to stakeholders on trends, risks, opportunities in the highly specialized area of energy accounting, including creating and tracking KPI. Keep current

and maintain expert knowledge on relevant energy legislation, regulations and incentives to determine necessary actions and implement changes as required.

Provide leadership, guidance, technical competence, innovative problem solving, and achieve results through effective teamwork.

Manage CityHousing Hamilton utilities billing, verification, utility/energy usage and energy accounting systems by monitoring, analyzing and tracking internal sub metering systems and energy clients. Verify utility billing and request payment for monthly invoices and companies carrying out work under the section direction; manage the process for gathering and inputting monthly (and hourly) billing data, processing to ensure accuracy of the current and historical billing rate, utility rates, charges and dispute resolution.

Liaise, develop and maintain collaborative communication and partnerships with: local utilities, Provincial and Federal government corporations, boards, and agencies, social housing corporations and associations, Office of Efficiency Initiatives and other City departments and technology partners, architectural engineering and building science consultants, and suppliers.

Develop business cases and lead corporate energy conservation and demand management retrofit projects including: preparing cost estimates, business cases and technical briefings for energy replacement or retrofit of building HVAC, lighting, metering, controls, envelop, system or equipment, and present findings and recommendations.

Recommend organizational standards for the purchase of major efficiency equipment. Prepare management and Council/Board reports to assist in getting these standards approved for organizational wide use in engineering specs and retrofit projects.

Leads the development of goals, objectives, strategy and annual work plans in alignment with the key deliverables and commitments.

Supports the annual negotiations for funding including finalization and reporting requirements.

Ability to participate fully in strategic planning discussions on the continued evolution of Energy management Programs.

Ensure compliance with Corporate/Government rules, regulations, procedures and policies. Ensure safe working practices in accordance with the provisions of applicable Health and Safety legislation and all CityHousing Hamilton policies and procedures related to Occupational Health and Safety.

Identify, develop and pursue all efficiency initiatives and grants, and external funding opportunities for energy conservation and demand management that would apply to CityHousing Hamilton.

Assist with identifying and accounting for environmental benefits associated with energy reduction measures in new construction, energy retrofit and demand response projects.

Maintain professional competence in the discipline of project management.

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

Perform other duties as assigned which are related to the major responsibilities of the job.

QUALIFICATIONS

1. Professional Certified Engineering Technician, Certified Engineering Technologist, Certified Energy Manager, or a licensed professional engineer in the province of Ontario with a strong background in energy management.

2. Preference given to those who have demonstrated competence in project management with a proven track record in managing and delivering time sensitive project normally acquired through a degree in business, public administration, planning, project management certification, related experience or discipline pertinent to the job functions.
3. Detail oriented with organizational skills for managing multiple tasks.
4. Extensive experience in the energy/natural gas/electricity/utility industry, including in the areas of risk management, purchasing, supply management, sales and/or control.
5. Demonstrated knowledge of commercial or municipal facilities electricity, natural gas, water and waste water utility rates, metering and billing methodologies, including previous experience with energy billing/accounting, energy systems and commodity procurement, and proven experience in analyzing and auditing utility bills for problems and errors.
6. Significant experience in the preparation of documents and technical reports and previous experience preparing reports to senior management, the Board and Council is an asset.
7. Excellent understanding of building science, certification programs and rating systems (such as LEED, CSBA, Living Building Challenge), building automation, equipment optimization and control strategies (for chillers, boilers, pumps and fans), HVAC, lighting and metering systems, including applying systems knowledge to troubleshoot issues, assess energy baseline data, and identifying energy savings strategies in a dynamic environment.
8. Knowledge of renewable energy, power generation systems, such as co-gen and tri-gen, and back-up generation for facilities.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Must have excellent computer skills in a Windows environment utilizing MS Word, Excel and Outlook. Working knowledge of energy/utility/accounting systems, with a strong focus on financial analysis and economic justification of energy efficiency projects.
11. Demonstrated ability to develop and manage budgets.
12. Must possess and maintain a valid Class "G" Driver's Licence and provision of vehicle for use on the job.