

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(CORPORATE FACILITIES AND ENERGY MANAGEMENT DIVISION – CORPORATE FACILITIES AND ENERGY MANAGEMENT- LOCATION – 28 JAMES ST. N.)**

**MANAGER OF ENERGY INITIATIVES**

**SUMMARY OF DUTIES**

Reporting to the Director, Corporate Facilities and Energy Management, the Manager of Energy Initiatives will contribute to a dynamic Management team of professionals and be responsible for managing the delivery of efficient and effective Energy Performance for all Corporate wide facilities and activities. You will manage the corporate energy portfolio, staff and external consultants/contractors in the delivery of cost-effective energy programs and services.

**GENERAL DUTIES**

Develops and implements the Corporate Energy Conservation and Demand Management strategies, including communication, client reports, energy billing and verification and project management of Information Technology/Energy Accounting systems and the provision of expert advice.

Develops and implements all corporate billing, verification, utility/energy usage and energy accounting systems.

Continually develops and executes the City's Corporate Energy Policy including monitoring, verify and reporting of City corporate, boards and agencies' energy results and key performance indicators as required.

Develops business cases and manages corporate energy conservation and demand management retrofit projects.

Responsible for Corporate energy procurement and rate strategies for electricity, natural gas, fuel and all other energy commodities as outlined in the City's Energy Commodity Policy.

Responsible for ongoing development and maintenance of the City's Energy Management Software Systems (for energy metering/billing/verification and invoicing).

Develops and maintains collaborative partnerships with other City departments, suppliers, government officials and agencies.

Develops and pursues alternative funding sources for Energy Conservation and Demand Management Projects.

Manages staff and provides the appropriate support to the programs being delivered from the Office of Energy Initiatives.

Provides ongoing leadership and training, particularly within the Division & Department, but also to other City departments, boards and agencies on developing and implementing their energy plans/strategies.

Work with the Office of Climate Change Initiatives to help realize the Pathway to Net Zero Strategy. Implementation of the Pathway to Net Zero Strategy involves a communication plan that will result in working with all levels of the Corporate Facilities and reduce emissions across the Portfolio.

Participates in initiatives in collaboration with the Office of Climate Change Initiatives (PED), Public Works Climate Team, and other groups where required.

Manages and oversees the efficient delivery of all Capital Energy renewal projects and associated consulting.

## **Job Description #: 5572**

Manages the implementation of the City's District Cooling System in coordination with the Manager of Corporate Facilities and provides assistance with Hamilton Renewable Power's generation projects.

Makes recommendations to the Director on services, policies and programs while continuously striving to improve processes and identify opportunities for cost-reduction.

Develops and implements a green energy/renewable energy program and monitors emission credits for future trading and other opportunities with the Green Energy Act.

Delegates and manages supervisory divisional staff to ensure that daily operations are synchronized with Departmental and Corporate mandate.

Participates in Labour Relations issues including chairing labour/management meetings, assisting in negotiations for Collective Agreement, negotiates grievance settlements, interviews and appoints applicants to supervisory staff vacancies.

Researches, recommends and implements new procedures and strategies for conducting business (i.e. organizational review and implementation).

Prepares and monitors the operating budget for the Energy Management Section in accordance with established procedures and ensures maintenance activities are within approved budget.

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

Ensures compliance with Corporate/Division/Departmental rules, regulations, procedures, policies and safe working practices.

Develops, manages, forecasts and monitors financial budgets of the section.

Prepares and presents reports to the Director, Corporate Management Team and to Council and Committees.

Assists and participates in the development and preparation of the capital budgets for the Division in accordance with established corporate and divisional procedures. Recommends future budget appropriations.

Ensures that all Energy Management staff receives adequate and pertinent safety and technical training in order that work is performed in a safe and productive manner.

Ensures that all Energy Management staff adheres to mandated health & safety standards by monitoring and participating in the employee health & safety program.

Responsible for developing and managing a corporate energy management strategy and plan to ensure cost effective and long term energy conservation of utilities.

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

Works 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. Must have extensive progressively responsible experience in Energy Management, corporate billing, verification, utility/energy usage and energy accounting systems, natural gas renewal power systems & co-generation operations & associated strategic capital planning, as well as contract management. Specialized knowledge of energy and deregulated markets is an asset, normally gained through a

**Job Description #: 5572**

combination of post-secondary education and/or work experience. Experience as a leader within the renewable energy sector is an asset.

2. Must have demonstrated significant direct managerial experience including financial budget administration within the current power/energy/electricity industry and municipal environment, including the areas of accounting, supply management, risk management, purchasing, sales and/or control, as well as experience managing staff in a unionized environment.
3. Must have knowledge and experience with Net Zero strategies, including consulting on policy, participation in committees and implementation. Experience with public relations, leadership, and management skills to build partnerships and collaborative relationships with people both inside and outside the organization is an asset.
4. Must have experience delivering presentations to the governance level, such as Board presentations or presentations to Council Committee. Experience in the preparation of documents and technical reports and previous experience preparing reports to Council is an asset.
5. Facilities Management experience, including general knowledge of the workings of a complete generating facility (technical and financial). Experience with and knowledge of energy management through building automation systems is an asset.
6. Effective decision-making, negotiation, planning, project management skills. Experience and certification in Project Management is an asset.
7. Excellent knowledge of corporate budget process and budget control. Experience in the development and management of operating budgets.
8. Must have excellent computer skills in a Windows environment utilizing MS Office software with a strong focus on financial analysis and economic justification.

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

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

\*\*\*\*\*