

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(TRANSPORTATION, ENERGY & FACILITIES DIVISION - OFFICE OF ENERGY INITIATIVES - 330**  
**WENTWORTH STREET NORTH)**

**SUPERINTENDENT ENERGY ENGINEERING**

**SUMMARY OF DUTIES**

Reporting to the Manager of Energy Initiatives, Office of Energy Initiatives, Energy, Fleet, Facilities and Traffic Section, the Superintendent of Energy Engineering will contribute to a dynamic Transportation Energy Fleet and Facilities team of professionals and be responsible for assisting in the delivery of efficient and effective Energy Management Projects for all Corporate Wide Facilities and Activities. You will assist in project managing the corporate energy portfolio, internal stakeholders and external consultants/contractors in the delivery of cost-effective energy programs and services.

**GENERAL DUTIES**

Assist the Manager of Energy Initiatives in the Development and Implementation of the Corporate Energy Policy, including communication, client reports, energy audits, and consultation on energy retrofits, demand response programs, budgeting, retrofit agreements and the provision of expert advice. Update Corporate Energy Policy as required and prepare report(s) for Council. Develops and implements corporate energy conservation and demand response measures.

Develops Corporate standards for the purchase of major energy efficient equipment such as chillers, boilers, renewable energy systems using the RFQ / RFP process with Purchasing. Prepare Council reports to assist in getting these standards approved for City wide use in engineering specs and retrofit projects.

Prepare and deliver business case and proposal for District Cooling Loop including contracts for clients, rates and rate structures to charge clients, engineering and design of the District Loop, building of the loop itself.

Manage Project Management staff, including direction, performance reviews, and setting of priorities.

Develop and Captain the relevant Roster, which includes Energy Management Engineering, Renewable Energy, Mechanical and Electrical engineering tasks for use across the corporation.

Assume a leadership role on the Corporate Energy Committee, guide other division's activity, ensure buy in to the Energy Policy.

Consult with Architects, Design Engineers, Senior Project Managers and advise Director and Senior Management on energy options for major capital projects implemented. Present initiatives include City Hall, Lister, MATC, and Recreation Centres.

Conducts Energy Audits and provides Energy Retrofit Advice to Corporate facilities stakeholders

Develops and maintains collaborative communications with other City departments, suppliers and contractors

Assists in Developing and pursuing alternative funding sources and incentive programs for Energy Management Projects

Manage contractor and suppliers and provide the appropriate support to the programs being delivered from the Energy Management office

Assists in Managing and overseeing the efficient delivery of all Capital Energy renewal projects and associated consulting.

Consults and assists in the development of energy management metering strategies , monitoring and verification programs

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

Will identify and account for environmental benefits associated with energy reduction measures in new construction, energy retrofit and demand response projects

Delegate energy related programs to divisional project staff to ensure that daily operations are synchronized with Departmental and Corporate mandate.

Energy Management liaison for all energy related projects for social housing, providing input on Capital priorities, setting out annual plans for energy saving opportunities within this Division

Assist in the Preparation & Monitoring of the operating budget for the Energy Management Group in accordance with established procedures and ensures activities are within approved budget. Track spending and costs to ensure group stays within budget.

Verifies and approves payment requests for outside trades and companies carrying out work under the section's direction. No limit on approval of this spending once project is underway and has the proper initial approvals.

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

Develops, manages, forecasts and monitors financial budgets for energy management retrofits, audits the activities of the section

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

Consults on and recommends pertinent regulatory and technical training to ensure that all Energy Project Management staff receive adequate courses so that work is performed in a safe and productive manner.

Consults and provides input on annual reports on energy, cost and environment savings achieved vs. targets

Recommends activities and training so that all Energy Project Management staff can adhere to mandated health & safety standards by monitoring and participating in the employee health & safety program.

Responsible for 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 to the Manager of Energy Initiatives and other City Management staff.

Assist in the development and implementation of corporate energy management strategies and plans to ensure cost effective and long term energy conservation of 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 utility/ energy industry normally acquired by attaining a diploma in Engineering Technology or a relevant discipline or a combination of education and relevant work experience.
2. Extensive experience in the energy/natural gas/electricity/ utility industry.
3. Previous supervisory experience an asset.
4. Excellent understanding of building automation systems, HVAC, lighting and metering systems including applying systems knowledge to troubleshoot issues, assess energy baseline data and identify energy savings strategies in a dynamic environment.
5. Detailed knowledge of renewable energy, power generation systems and back-up generation for facilities
6. Excellent understanding of utility metering, billing and rate structures for electricity, water and natural gas utilities, including acquiring meter data from interval meters and real time metering solutions.
7. Previous project management experience.
8. Strong communication skills, both verbal and written business analysis and consultation skills
9. Detail oriented and organizational skills for managing multiple tasks
10. Excellent leadership and people management skills
11. Strong public relations skills to build partnerships and collaborative relationships with people both inside and outside the organization
12. Must have excellent computer skills in a Windows environment utilizing MS Word, Excel software with a strong focus on project management (MicroSoft Project).
13. Knowledge of corporate budget process and budget control.