

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT - CORPORATE FACILITIES AND ENERGY MANAGEMENT – OFFICE OF ENERGY INITIATIVES – LOCATION – 28 JAMES ST N

#### SUPERINTENDENT, UTILITIES

#### SUMMARY OF DUTIES

Reporting to the Manager of Energy Initiatives, Office of Energy Initiatives, Corporate Facilities and Energy Management Division, the Superintendent, Utilities will contribute to a dynamic management team of professionals and be responsible for assisting in the delivery of efficient and effective Energy Performance and Project Management for all Corporate Wide Facilities and Activities. You will assist in project managing the corporate energy portfolio, staff 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 strategy, including communication, client reports, energy billing and verification, and project management of IT/Energy Accounting systems and the provision of expert advice. Develop and implement all corporate billing, verification, utility/energy usage and energy accounting systems.

Monitor and report on legislative changes regarding energy that will affect the City of Hamilton, determine any necessary actions, and manage the implementation of these changes.

Recommend on procurement and budgeting strategies for Fleet fuels under the guidelines of the Energy Commodity Policy.

Analyze energy market, create cost analyses/forecasts and recommend procuring energy for specific time periods at specific prices, including physical/financial hedges under the Energy Commodity Policy.

Research, consult and recommend energy consultant services contracts.

Create reports and proposals for Senior Management and/or Council regarding energy initiatives.

Provide Energy Reports and Energy Analysis for all Corporate facilities, including monitor, identify, analyze, provide expert advice and recommendations on trends, risks, opportunities in the highly specialized area of energy accounting, including creating and tracking kpis, benchmarking.

Manage process for gathering and input monthly (and hourly) billing data, processing to ensure accuracy of the current and historical billing data and utility rates and charges.

Lead on liaison with local utilities on invoice, data and rate matters.

Develop and generate multiple utility, energy, environmental and financial reports.

Monitor and provide expert advice on relevant energy legislation, regulation and utility rate cases.

Develop and maintain collaborative communications with other City departments, utilities and contractors.

Manage contractor and suppliers and provide the appropriate support to the programs being delivered from the Office of Energy Initiatives.

## Job Description #: 6086

Assist in the review and negotiation of all commodity and other contracts along with all contract components such as terms and conditions or confidentiality agreements as required.

Responsible for oversight of all BioGas Production Unit (BPU) operations and maintenance, including budget preparation along with ensuring all aspects of RNG creation are tracked to meet all reporting requirements.

Responsible for all aspects of RNG creation which will include activities such as managing contracts, legislative issues, Clean Fuel Regulations and opportunities.

Participate in Industry related working groups and associations as required.

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

Responsible for the tracking and accounting for energy usage reductions and environmental benefits (emission credits) associated with energy efficiency retrofit improvements of City facilities and communicating the results as required to the appropriate divisions.

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

Assist in the preparation & monitoring of the operating budget for the Energy Management Section in accordance with established procedures and ensures maintenance activities are within approved budget.

Responsible for the process of verifying utility billing and requesting payment for monthly utility invoices and companies carrying out work under the section's direction.

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

Develop, manage, verify, forecast, benchmark and monitor financial budgets for utilities along with energy and environmental savings activities of the section.

Assist and participate in the development and preparation of the capital budgets for the Division in accordance with established corporate and divisional procedures. Recommend future budget appropriations.

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

Ensure that all Utilities staff adheres to mandated health & safety standards by monitoring and participating in the employee health & safety program.

Development and project managing corporate energy management, rate, profiling and cost allocation strategies and plan to ensure cost effective and long term energy conservation and accuracy of utilities.

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

### **QUALIFICATIONS**

1. Must have experience in the utility/ energy industry, utility budget control, corporate billing, verification, utility/energy usage reporting and energy accounting systems, normally gained through a combination of post-secondary education and/or work experience. Excellent proven knowledge of commercial or municipal facilities electricity, natural gas, water and wastewater utility rate structures. metering and billing methodologies. Experience identifying problems and errors on utility bills is an asset.

2. Must have experience with financial administration of natural gas renewal power systems & co-generation operations, including accounting and supply management. Experience with contract administration, purchasing, sales and capital budgets is an asset.
3. Must have excellent computer skills in a Windows environment utilizing MS Word. Experience with MS Access & MS Project. Must have working knowledge of energy/ utility/accounting systems.
4. Experience in communications to multiple levels within the organization. Experience in the preparation of documents and technical reports and delivering presentations.
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. Previous project management experience, as well as experience managing multidisciplinary staff in a unionized environment.
7. Detail oriented and exceptional planning and organizational skills for managing multiple tasks.
8. Effective decision-making, negotiation and problem solving skills.
9. Demonstrated 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.**

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

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