

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENERGY, FLEET & FACILITIES DIVISION – OFFICE OF ENERGY INITIATIVES – LOCATION – 28
James St North (Lister Block)

PROJECT MANAGER, ENERGY ENGINEERING – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent, Utilities, Energy Initiatives Section, Energy, Fleet & Facilities Division, the Project Manager, Energy Engineering will contribute to a dynamic Energy, Fleet and Facilities team of professionals and be responsible for assisting in the delivery of efficient and effective Energy Management Projects across all Corporate wide facilities. Assists in project managing the corporate energy portfolio, internal stakeholders and external consultants/contractors in the delivery of energy conservation and demand management programs and services.

GENERAL DUTIES

Assists the-Superintendent, Utilities in the develop and implement of the Corporate Energy strategy, including communication, client reports, energy audits, and project management of energy retrofits, demand response, budgeting, retrofit agreements and the provision of expert advice. Develops and implements corporate energy conservation and demand response measures.

Research and write terms of reference to engage the services of consultants, co-ordinate the request for proposal (RFP) process, review and evaluate proposal submissions, participate in selection interviews, recommend selection of consultants and administer contracts.

Develops engineering, building specifications and implementation of corporate energy retrofit projects.

Conducts energy audits and provides energy retrofit advice to Corporate facilities stakeholders.

Develop and maintaining collaborative communications with other City departments, suppliers and contractors.

Develop and pursuing alternative funding sources and incentive programs for Energy Management Projects.

Manages contractors and suppliers to ensure timely and appropriate projects are being delivered from the Office of Energy Initiatives.

Manage and overseeing the efficient delivery of all Capital Energy renewal projects and associated consulting.

Develops and implements energy management metering, monitoring and verification programs.

Assists the Superintendent, Utilities with recommendations of services, policies and programs while continuously striving to improve processes and identify opportunities for cost-reduction.

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

Interpret and review designs and plans, specifications and tender documents to ensure compliance with legislative and code requirements including special provisions for construction contracts including the review of construction plans with contractors.

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

Assists in the monitoring of the operating budget for the Office of Energy Initiatives section in accordance with established procedures and ensures maintenance activities are within approved budget.

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

Follows City of Hamilton Purchasing Policies for contracting of consultants, engineers, trades and contractors.

Supports other City Divisions/Departments/Boards/Agencies with their participation on the Corporate Energy Steering Committee, providing input and direction to their sub-teams.

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

Assists in developing, managing, forecasting and monitoring financial budgets for energy conservation and demand management retrofits, audits and 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. Assists in recommending future budget appropriations.

Assists in providing annual reports on energy, cost and environment savings achieved vs. targets.

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 Senior Project Manager, Energy Initiatives and other city staff.

Supervise field operations of contractors, initiating inspections, testing and sampling of work in progress and completed work, reviewing related construction reports and commenting and recommending appropriate changes during the construction phase and ensuring that all materials, operations and construction conform to specifications.

Adheres to mandated health & safety standards by monitoring and participating in the employee health & safety program.

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.

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

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. Project Management Professional Designation (PMP) is an asset.

2. Previous experience in the energy/natural gas/electricity/utility industry.

3. Excellent understanding of building automation systems, HVAC, lighting and metering systems.

4. General proven knowledge of renewable energy, power generation systems and back-up generation for facilities. Experience as PM for facility infrastructure replacement, renovation of existing buildings and code compliance projects is an asset.

5. Excellent demonstrated understanding of utility metering, billing and rate structures for electricity, water and natural gas utilities.
6. Previous project management experience.
7. Strong communication skills, both verbal and written business analysis and consultation skills.
8. Detail oriented and organizational skills for managing multiple tasks.
9. Excellent leadership and people skills, team-oriented outlook, capable of working well in a collaborative environment.
10. Strong public relations skills to build partnerships and collaborative relationships with people both inside and outside the organization.
11. Must have excellent computer skills in a Windows environment utilizing MS Word, and Excel software with a strong focus on project management (Microsoft Project).
12. Proven knowledge of corporate budget process and budget control or previous financial management experience including developing, implementing and monitoring budgets.
13. Must possess and maintain a valid Class "G" Driver's Licence.

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