

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT**

**(ENERGY, FLEET AND FACILITIES DIVISION – OFFICE OF ENERGY INITIATIVES - (Location - Lister Block- 28 James St N.)**

### **PROJECT MANAGER, UTILITIES – CUPE 1041**

#### **SUMMARY OF DUTIES**

Reporting to the Superintendent, Utilities, Energy, Fleet & Traffic Division, the Project Manager, Utilities 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 Performance and Project Management for all Corporate Wide Facilities and Activities. Assists 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**

Research, review and monitor commodity markets, regulatory, energy board and utility information for development and implementation of Corporate Energy strategy including communication, provision of expert advice and client reports. And to provide expert advice on relevant energy legislation, regulation and utility rate cases.

Maintain record and detail of corporate commodity contract-related activities, including purchases, invoice verification, benchmarking and corporate billing, utility/energy usage and energy accounting systems.

Assists with developing standardized guidelines, tables and schedule for energy billing and utility bill validation and verification for electricity, natural gas, water and waste water (and other fuels as required).

Provides 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. Develop and generate multiple utility, energy, environmental and financial reports. Monitoring financial budgets for utilities along with energy and environmental savings activities of the section.

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

Support in the research, development and formulation of recommendation for both short- and long-term energy purchasing strategies, and the finance/budgetary implications in accordance with City strategic directions and guidelines.

Verify and analyze daily on-line utility data to aid in natural gas flow forecasting, transferring volumetric requirements under time deadlines and ensuring fiduciary requirements are met and paid, as well as resolving contractual and trade discrepancies.

Ensure that daily operations are synchronized to adhere to all contract parameters, utility parameters and supply parameters within departmental and corporate mandate. Make recommendations and communication as required.

Research and write quarterly reviews of electricity and natural gas activities pertaining to the City, including regulatory, pricing and contract updates and impacts.

Liaises with local utilities on invoice, data and rate matters.

Co-ordinate, plan, review and assemble annual energy, emissions and commodity reports for corporate activities as it relates to meeting energy policy and corporate goals. Tracks and accounts for energy usage reductions and environmental benefits (emission credits) associated with energy efficiency retrofit improvements of City facilities. Audit and analyze information from various sources and departments.

Assists in monitoring and providing expert advice on relevant energy legislation, regulation and utility rate cases.

Research, review and provide comments on wholesale commodity contracts and participate in selection and recommendations of third parties and terms.

Maintains collaborative communications with other City departments, utilities and contractors.

Assists in managing and overseeing the efficient delivery of all Capital Energy IT/Energy Accounting systems/projects and associated consulting.

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

Provides data and recommendations for 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 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.

Verifies utility billing and requests payment for monthly utility invoices and companies carrying out work under the section's direction. Produces and provides billing services for sub-metering systems and energy clients.

Provides support as required with data management and populating the Energy Management Software System.

Ensures compliance with Corporate/Division/Departmental rules, regulations, procedures, policies and safe working practices. Audit field reports and update data tracking for co-generation on behalf of Hamilton Renewable Power Inc (HRPI), reporting related activities to Manager.

Prepare cost estimates, business cases and technical briefings and presents findings and recommendations to the Senior Project Manager, Utilities and other City staff.

Develops and project manages corporate energy management, rate, profiling and cost allocation strategies and plans to ensure cost effective and long-term energy conservation and accuracy of utilities and utilities data.

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

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.
2. Previous experience in the energy/natural gas/electricity/ utility industry.
3. Previous experience with energy billing/accounting, energy systems and commodity procurement.
4. Excellent proven knowledge of commercial or municipal facilities electricity, natural gas, water and waste water utility rates and billing methodologies.
5. Excellent demonstrated understanding of utility metering, billing and rate structures for primarily electricity, water and natural gas utilities.
6. Excellent demonstrated understanding financial analysis and economic justification of energy efficiency retrofit projects.

7. Previous project management experience.
8. Proven experience in analyzing and auditing utility bills for problems and errors.
9. Detail oriented and exceptional planning and organizational skills for managing multiple tasks.
10. Demonstrated understanding in querying databases.
11. Strong problem-solving skills with an “inquisitive mind”, plus numerical aptitude.
12. Effective decision-making, negotiation and problem-solving skills.
13. Strong communication skills, both verbal and written business analysis and consultation skills.
14. Strong public relations skills to build partnerships and collaborative relationships with internal and external clients and the general public.
15. Must have excellent computer skills in a Windows environment utilizing MS Word and Excel software with a strong focus on project management (Microsoft Project). Working knowledge of energy/utility/accounting systems.
16. Excellent demonstrated abilities in advanced Microsoft Excel.
17. Demonstrated knowledge of corporate budget process and budget control or previous financial management experience including developing, implementing and monitoring budgets.
18. 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.**