

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (OFFICE OF ENERGY INITIATIVES - LOCATION – CUP)

ENERGY PROJECT COORDINATOR (UTILITIES) – CUPE 5167 (INSIDE WORKGROUP)

SUMMARY OF DUTIES

Reporting to the Superintendent – Utilities, Office of Energy Initiatives (OEI); the Energy Project Coordinator position supports the Energy Office by importing and maintaining all utility data into the Energy Management Software tools, coordinate with EMS Vendor to ensure maximum effectiveness of tool and assist in planning and implementing new strategies and ideas / special projects to improve effectiveness and efficiency. Promote a service oriented culture and focus within the department. Promote teamwork and integration with Energy Efficiency group. Set above average standards and lead by example.

Act as a liaison among staff within the municipality, other Government agencies and public sector, i.e. Public Health.

GENERAL DUTIES

The Energy Project Coordinator will assume responsibility for Energy Management System upload of utility data, maintenance of energy management system, training and report distribution from information in that system.

The Energy Project Coordinator is accountable to the Superintendent – Utilities, OEI. Assists in ensuring that energy related maintenance and capital projects are delivered in accordance with City and Provincial standards with minimal disruption to the public in an effective, efficient manner consistent with the City of Hamilton Mission and Vision Statement.

Co-ordinate, plan and organize activities relating to the contracted maintenance of the Energy related sites, including projection of long term needs.

Develop and/or assist with interpretation of various policies, documents and standards including mapping.

Research and develop various program unit cost data benchmarks, establish implemented strategies designed to monitor, track and record all benchmark analysis for all work carried out.

Provide Contract Administration and Project management on assigned projects. Troubleshoot day to day issues to ensure that services are as called for in the contract terms and conditions.

Recommend and implement procedures and maintain public relations through subordinate staff and contractors.

Maintain regular communications as required with Manager, District Superintendents, Supervisors and other divisions within Public Works for the effective administration of all works.

Maintain records of project budget and schedule.

Audit reports of project activities, reporting all activities, findings and conclusions to the Superintendent – Utilities, OEI.

Liaison with and respond to inquiries from Consultants, Contractors, General Public and Government agencies and other outside agencies such as Bay Area Climate Change Office (BACCO) and Sustainable Hamilton Burlington (SHB)..

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

Develop and generate multiple energy reports (Fuel, Green House Gas etc.) meeting any reporting requirements as identified

Coordination with service provider for meter reads.

Analyze corporate assets and labeling of buildings.

Provide backup to PM as required on nominations, tracking of Biogas Purification Unit (BPU) production daily, T1 storage, Peak Day tracking and communicate data to stake holders as required.

Provide stake holders with energy and Green House Gas (GHG) data.

Prepare awards packages including applying for awards, keeping current on award opportunities and make recommendations on awards to apply for.

Prepare fuel tax packages for maximum return and track incoming funds.

Assist with preparation of OEI annual report.

Monitor and report on legislative changes regarding energy that will affect corporate buildings, determine recommendations necessary actions, and manage the implementation of these changes.

Create reports and recommendations for management regarding energy initiatives.

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

Develop and maintain collaborative communications with other City departments and utility providers to ensure all parties have updated utility, billing and Department ID information.

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

Identify energy incentives, grants and external funding opportunities in the energy sector that would apply corporately to the City of Hamilton.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated experience and knowledge of the practices and theory of Business Management practices normally acquired by obtaining a University Degree/College Diploma in Environmental Sciences or Mathematics or Business Administration or an equivalent combination of relevant education and work experience.
2. Demonstrated knowledge of Utilities and Energy-related concepts including utility billing, usage/cost trend analysis, energy efficiency, demand management, greenhouse gas emissions, energy commodities and emerging technologies
3. Must possess well developed interpersonal, verbal and writing skills required.
4. Knowledge of application of the City's operating standards procedures.
5. Experience in purchasing policies and practices.
6. Possess a demonstrated record of guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and be committed to results.

7. Working knowledge of Corporate policies and procedures including the Ontario Health & Safety Act.
8. Experience in a computerized environment. Advanced working knowledge of Outlook, Word, Excel and Energy Management Software.
9. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
10. Ability to quickly assess and provide direction on a wide range of related issues/problems brought forward by subordinates, contractors and co-workers.
11. Experience with the preparation of contract documentation.
12. Ability to deal effectively with elected officials, representatives or other levels of government, management, peers, support departments i.e. Facilities etc.
13. Possess a high level of personal integrity and be an excellent communicator, both verbally and in writing.
14. Must possess a valid class "G" Ontario Driver's Licence. .

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
