

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (CORPORATE FACILITIES AND ENERGY MANAGEMENT – OFFICE OF ENERGY INITIATIVES - LOCATION - 28 James St North

### SENIOR PROJECT MANAGER OF NET ZERO AND RENEWABLE ENERGY (FULL TIME POSITION)

#### SUMMARY OF DUTIES

Reporting to the Manager, Office of Energy Initiatives, Corporate Facilities and Energy Management Division, the Senior Project Manager of Net Zero and Renewable Energy Engineering will contribute to a dynamic team of professionals and be responsible for assisting in the delivery of Net Zero Energy Initiative and effective Energy and Emissions Performance and Project Management for all Corporate Wide Facilities . You will assist in developing renewable energy projects, project managing the Net Zero energy projects, internal stakeholders and external consultants/contractors in the delivery of cost-effective Net Zero renewable energy projects, emission reduction and demand management programs and services.

#### GENERAL DUTIES

Assist the Manager in the development and implementation of the Corporate Energy and Sustainability Policy, Net Zero Energy strategy and initiatives including stakeholder engagement, communication, client reports, and project management of renewable energy, demand response, budgeting, climate lens review, retrofit agreements and the provision of expert advice to internal and external client groups. Develops and implements business case for corporate energy conservation, emission reduction and demand response measures. Provide advice and strategic direction to internal and external stakeholders to advance Net Zero energy and climate change initiatives.

Develop and foster collaboration and partnerships to support the implementation of climate and sustainability initiatives in the City, including external stakeholders, private sector partners, and funders (e.g., participating in member organizations, working with other levels of government and other municipalities).

Supervise the development and implementation of CFEMs Section's existing and new strategies (e.g. CAFÉ, KPI's, EE Education and carbon reporting).

Lead, application of climate lens, submission of funding applications, manage energy reserve funds, reporting and ensuring support with clean-fuel transition and electrification within PW and CFEM

Conduct/ Support financial and energy analysis on pre/post project work as it relates to feasibility, energy efficiency, emissions impacts, and monitoring and verification.

Preparation of business case, briefing note and analysis around Net Zero energy and GHG reduction projects

Lead/ Conduct research on renewable energy generation, emerging technology demonstration, development of pilot programs in fulfilling the City's Net Zero targets.

Support the implementation of Corporate wide initiatives such as the Community Energy and Emissions Plan, and other Climate Change Action Plan pathways while collaborating with internal stakeholders and when required, external stakeholders and initiatives such as BACC, SHB, HERO, Clean and Green.

Directly supervises the work of staff by providing ongoing technical coaching, mentoring, feedback and direction through the Corporation's Performance Accountability and Development (PAD) process.

## Job Description #: A14634

Prepares work schedules, assigns duties to staff, establishes priorities, participates in staff hiring, recommends discipline and trains staff, as well as assisting in developing staff to their full potential.

Update existing, and develop new, corporate policies with respect to the environment and sustainability.

Integrate sustainability and climate risks into Annual Financial Reporting and disclosures (e.g. Taskforce on Climate Related Financial Disclosures), CCAP and other City projects.

Act as a liaison with City divisions and corporate energy and emission related activities and services.

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

Assist the Manager, Energy Initiatives with recommendations on services, energy policies and programs while continuously striving to improve processes and identify opportunities for cost-reduction.

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

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

Account/ Energy Management liaison for energy related projects with other City Departments.

Assist in the Monitoring of the operating budget for the Energy Initiatives Section in accordance with established procedures and ensures maintenance activities are within approved budget.

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

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

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

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

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

Responsible preparing cost estimates, business cases and technical briefings for energy replacement or retrofit of building HVAC, lighting, metering, controls, envelop, system or equipment and presents findings and recommendations to the Superintendent, Utilities for Energy Initiatives and other City staff.

Assist in the developing and project managing corporate energy management strategies and plan to ensure cost effective and long-term energy and emission reduction.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

## Job Description #: A14634

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 built environment, utilities and/or energy industry normally acquired by attaining a diploma or undergraduate in electrical or mechanical Engineering Technology or a relevant discipline or a combination of education and relevant work experience.
2. Previous experience in renewable and clean energy, energy efficiency as it applies to building sciences, HVAC equipment optimization (chillers, boilers, pumps and fans), lighting, building automation systems and control strategies, LEED design concepts and metering. Proven experience with verification of energy/ GHG inventories and claims of emission reductions considered an asset.
3. Experience with IPMVP 2012 and or ISO 16063, 64 is preferred.
4. Proven Experience assessing North American GHG Protocol in terms of Scope emission categories.
5. Excellent understanding of industry and municipal carbon reporting requirements relating to the GHG Protocol.
6. Demonstrated ability to lead others in an environment that fosters innovative approaches to problem-solving and conflict resolution.
7. Highly effective leadership, facilitation, communication, presentation, and interpersonal skills.
8. Previous experience working with project submissions that require a climate lens.
9. Proven experience or understanding of municipal sustainability strategy, energy policy landscape, clean fuel market (e.g., GHG reduction planning, sustainability planning, carbon offset feasibility studies).
10. Previous experience in identifying and tracking emerging sustainability issues, trends and legislation.
11. Previous supervisory experience related to renewable energy and energy efficiency project delivery would be considered an asset.
12. Previous experience in the energy (natural gas, electricity, utility) industry and with funding programs and energy analysis software such as RETScreen etc. would be considered as an asset.
13. General proven knowledge of renewable energy, power generation systems and back-up generation for facilities.
14. Excellent demonstrated understanding of utility metering, billing and rate structures for electricity, water and natural gas utilities.
15. Previous project management experience that demonstrated detail oriented and organizational skills for managing multiple tasks.
16. Strong communication skills, both verbal and written business analysis, report writing and consultation skills
17. Detail oriented and organizational skills for managing multiple tasks.

**Job Description #: A14634**

18. Excellent leadership and people management skills
19. Strong public relations skills to build partnerships and collaborative relationships with people both inside and outside the organization.
20. Must have excellent computer skills in a Windows environment utilizing MS Word, Excel software with a strong focus on project management.
21. Proven knowledge of corporate budget process and budget control or previous financial management experience including developing, implementing and monitoring budgets.
22. Previous supervisory experience is an asset.

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