

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET, FACILITIES AND TRAFFIC DIVISION – OFFICE OF ENERGY INITIATIVES - LOCATION - 28

James St North

SENIOR PROJECT MANAGER OF ENERGY ENGINEERING AND EMISSIONS

SUMMARY OF DUTIES

Reporting to the Superintendent, Utilities in Energy Initiatives, Energy, Fleet & Facilities Management Division, the Senior Project Manager of Energy Engineering and Emissions will contribute to a dynamic team of professionals and be responsible for assisting in the delivery of efficient and effective Energy and Emissions Performance and Project Management for all Corporate Wide Facilities and activities. You will assist in project managing the corporate energy portfolio, internal stakeholders and external consultants/contractors in the delivery of cost-effective energy conservation, emission reduction and demand management programs and services.

GENERAL DUTIES

Assist the Superintendent, Utilities in the development and implementation of the Corporate Energy and Sustainability Policy, including communication, client reports, energy audits, and project management of energy retrofits, demand response, budgeting, climate lens review, retrofit agreements and the provision of expert advice to internal and external client groups. Develops and implements corporate energy conservation, emission reduction and demand response measures. Provide advice and strategic direction to internal and external stakeholders to advance 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 the Energy, Fleet and Facilities Management Section's existing and new strategies (e.g. CAFÉ, KPI's, EE Education and carbon reporting).

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.

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.

Assist in development and project manage Corporate energy retrofit projects.

Conduct Energy Audits and provide energy retrofit advice to Corporate facilities stakeholders.

Assist in Developing and maintaining collaborative communications with other City departments, suppliers and contractors.

Assist in Developing and pursuing alternative funding sources and incentive programs for Energy and Emission reduction Projects.

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

Assist in Managing and overseeing the efficient delivery of all Capital Energy renewal projects and associated consulting.

Develop and implement energy management metering, monitoring and verification programs.

Assist the Superintendent, Utilities in Energy Initiatives with recommendations on services, 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.

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 in Engineering Technology or a relevant discipline or a combination of education and relevant work experience.
2. Previous experience in 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 GHG inventories and claims of emission reductions considered an asset.
3. Proven Experience assessing North American GHG Protocol in terms of Scope emission categories.
4. Excellent understanding of industry and municipal carbon reporting requirements relating to the GHG Protocol.
5. Previous experience working with project submissions that require a climate lens.
6. Proven experience or understanding of municipal sustainability strategy (e.g., GHG reduction planning, sustainability planning, carbon offset feasibility studies).
7. Previous experience in identifying and tracking emerging sustainability issues, trends and legislation.
8. Previous supervisory experience related to project delivery would be considered an asset.
9. Previous experience in the energy (natural gas, electricity, utility) industry and with OPA incentive programs.
10. General proven knowledge of renewable energy, power generation systems and back-up generation for facilities.
11. Excellent demonstrated understanding of utility metering, billing and rate structures for electricity, water and natural gas utilities.
12. Previous project management experience that demonstrated detail oriented and organizational skills for managing multiple tasks.
13. Strong communication skills, both verbal and written business analysis, report writing and consultation skills
14. Detail oriented and organizational skills for managing multiple tasks
15. Excellent leadership and people management skills
16. Strong public relations skills to build partnerships and collaborative relationships with people both inside and outside the organization
17. Must have excellent computer skills in a Windows environment utilizing MS Word, Excel software with a strong focus on project management.
18. Proven 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 & SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
