

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION, ENERGY AND FACILITIES DIVISION – OFFICE OF ENERGY INITIATIVES - 330
WENTWORTH STREET NORTH)

PROJECT MANAGER - ENERGY ENGINEERING – CUPE LOCAL 1041

SUMMARY OF DUTIES

Reporting to the Supervisor Energy Engineering, Office of Energy Initiatives, 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 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 and demand management programs and services.

GENERAL DUTIES

Assists the Senior Project Manager Energy Engineering in the Development and Implementation of the Corporate Energy Policy, 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.

Assists in Development and project manages Corporate energy retrofit projects

Conducts Energy Audits and provides Energy Retrofit Advice to Corporate facilities stakeholders

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

Assists in Developing and pursuing alternative funding sources and incentive programs for Energy Management Projects

Manages contractor and suppliers and provides the appropriate support to the programs being delivered from the Office of Energy Initiatives

Assists in Managing 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 Senior Project Manager Energy Engineering with recommendations to the 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

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.

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

Adheres 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 present findings and recommendations to the Senior Project Manager Energy Engineering and other City staff.

Assisting in the developing and project managing corporate energy management strategies and plan to ensure cost effective and long term energy conservation of utilities.

Performs such other duties as may be assigned, which are directly related to the normal job function.

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.

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. 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
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 management skills
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, 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.