

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY, FLEET AND FACILITIES DIVISION – OFFICE OF ENERGY INITIATIVES - LOCATION - 330 WENTWORTH ST. N.)

SENIOR PROJECT MANAGER, EMBEDDED ENERGY ENGINEERING

SUMMARY OF DUTIES

Reporting to the Superintendent, Energy Engineering in the Office of Energy Initiatives, Energy, Fleet & Facilities Division, the Senior Project Manager of Embedded Energy Engineering will contribute to a dynamic 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

Assist the Superintendent, Energy Engineering in the Office of Energy Initiatives 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 to internal and external client groups. Develops and implements corporate energy conservation and demand response measures.

Assist in the Development and project management of Corporate energy retrofit projects.

Lead and engage the Hamilton Water Working Group on energy

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 Management 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, Energy Engineering in the Office of 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 Office of 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 Senior Project Manager of 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 conservation of utilities.

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.
3. Previous supervisory experience related to project delivery would be considered an asset.
4. Previous experience in the energy (natural gas, electricity, utility) industry.
5. General proven knowledge of renewable energy, power generation systems and back-up generation for facilities
6. Excellent demonstrated understanding of utility metering, billing and rate structures for electricity, water and natural gas utilities
7. Previous project management experience.
8. Strong communication skills, both verbal and written business analysis, report writing and consultation skills

9. Detail oriented and organizational skills for managing multiple tasks
10. Excellent leadership and people management skills
11. Strong public relations skills to build partnerships and collaborative relationships with people both inside and outside the organization
12. Must have excellent computer skills in a Windows environment utilizing MS Word, Excel software with a strong focus on project management.
13. Proven knowledge of corporate budget process and budget control or previous financial management experience including developing, implementing and monitoring budgets.