

Energy Efficiency Coordinator

City of Holyoke Gas & Electric Department

Formed in 1902, HG&E is a municipally owned utility that provides electricity, natural gas, and fiber optic internet services to over 18,000 customers. Our mission to our customers is simple: "We will provide competitive energy rates, reliable service, and excellent customer service". We are currently looking for a qualified candidate to fill a vacancy.

POSITION OVERVIEW

Responsible for research, design, development, promotion, and tracking as well as general oversight, coordination and administration of a variety of energy efficiency (EE) and load reduction (LR) programs and initiatives within the Department's customer base. Assist with feasibility and pro-forma analysis on various EE, LR, and other new project opportunities. Provide technical support for analysis, modeling, forecasting, and evaluation of program performance, partner relationships, budgets, schedules, and energy reduction goals. Serve as project manager on various projects and perform other related work as required.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

- Applies professional skills and knowledge towards administration and/or support of existing and new EE, LR, and renewable/alternative energy programs and initiatives in accordance with Department goals and commitments.
- Ensure services are delivered and maintained in a cost effective, customer centric and efficient manner, while continuously challenging existing policies, procedures and technologies to seek ways to do things better.
- Identify energy savings opportunities, within electric and gas related areas, and make recommendations to achieve more energy efficient operation addressing energy usage data and green energy practices or environmental concerns.
- Perform and/or assist other parties with audits, inspections, and data analytics reviews of customer energy usage to determine electric and natural gas energy savings opportunities and conduct appropriate follow-through.
- Supports analysis of high efficiency HVAC equipment, motors, controls, lighting systems, and other equipment to determine electric and natural gas energy savings compared to baseline equipment and/or building codes.
- Mine customer research and program data and conduct regular benchmarking of other EE and LR programs and initiatives, as well as developments in electric and gas technologies, to generate insight into current and predicted future use, adoption, and trends to continually improve Department offerings to its customers.
- Actively support internal and external customers with various energy conservation and optimization efforts that come up from time to time.
- Collaborates with others to develop and carry out outreach strategy and marketing plans for various energy programs and services.

- Provide professional level support to energy supply, fuel procurement and rate setting activities as well as various strategic initiatives included but not limited to Grid Modernization, Smart Grid, Distributed Generation, Energy Storage, etc.
- Prepares and maintains cost estimates, plans, maps, records, bid specs for projects, equipment, services,
- Ensures Departmental safety and reliability requirements are maintained and continually improved upon.
- Work emergency and planned overtime when the need exists.

QUALIFICATIONS REQUIRED AT TIME OF HIRE (List knowledge, skills, abilities)

a.) Working Knowledge of:

- Codes and standards used in the natural gas and electric utility industry.
- Principles of energy supply management, fuel procurement, and rate analysis development.
- Program management, customer relations, and data analysis especially as relates to EE and LR programs and initiatives.
- Policy issues and economics related to EE, energy conservation, sustainability planning, demand response, distributed generation, utility ratepayers, advanced metering, and renewable/alternative resources.
- Communications, public relations, marketing, environmental topics, and community outreach.

b.) Ability to:

- Foster and promote positive relationships with customers, colleagues, business partners, and regulators.
- Effectively communicate complex and technical concepts to wide variety of audiences.
- Analyze data/info and develop and present appropriate recommendations, responses, and answer.

QUALIFICATIONS ACQUIRED ON JOB (List knowledge's, skills, abilities)

Department Operational Policies and Procedures. All Departmental Safety Policies and Procedures.

MINIMUM ENTRANCE REQUIREMENTS

- Bachelor's Degree in Engineering, Business, related discipline or five (5) years equivalent experience.
- Minimum of 2 years direct experience with EE programs and initiatives or demonstrated knowledge of and experience in environmental management, climate change, energy efficiency, renewable energy, and/or sustainability principles.
- Demonstrated experience in data management and analysis.
- Excellent oral and written communication, interpersonal, and analytical skills.
- Ability to work independently and/or as part of a team to solve complex problems in new, unique and more efficient ways.
- Regular and reliable attendance
- Valid Driver License with good Driving Record

PREFERRED ENTRANCE REQUIREMENTS: (In addition to above)

- Master's Degree in Engineering, business, or related discipline or ten (10) years equivalent experience.
- Minimum of 5 years experience with EE programs and initiatives
- Minimum of 3 years experience in community engagement, marketing, or promotion.
- Minimum of 2 years project management experience
- Knowledge and/or experience within utility and/or energy industry

Successful candidate have a Valid Driver's License and must be able to pass pre-employment physical, drug screening, and credit and criminal background check. Starting pay is dependent upon experience and qualifications. Interested Candidates should apply online at www.hged.com (Employment Opportunities). Send a cover letter describing in detail why your qualifications meet the announcement requirements along with your resume and salary requirements, and completed HG&E Job Application.

Send all materials to:

City of Holyoke Gas & Electric Department
Attn: Terry Sweeney, Human Resources
99 Suffolk Street
Holyoke, MA 01040
TerrySweeney@hged.com
413-536-9321

City of Holyoke Gas and Electric Department is an Equal Opportunity Employer. EEO/AA/M/F/D/V.
Applications will be accepted until position is filled. Working safely is a condition of employment at HG&E.

All applications/Resume received will be held in strict confidence

No Phone Calls or Agencies please