



Energy Program Manager, Waste Reduction Partners Job Description

Department: Economic and Community Development (ECD)
Reports to: WRP Director

General Statement of Duties

The Energy Program Manager coordinates energy and environmental sustainability technical assistance, on-site assessments, and planning consultations for business, industries, and public institutions; supervises 6 - 15 stipended volunteer engineers, scientists, architects, and business professionals; oversees technical report development and quality programs for volunteers; delivers technical presentations to clients; assists with training seminars (internal and external); and helps lead program development functions and funding acquisition activities, grant management, and marketing in conjunction with WRP management team. Works in cooperation and compliance with Council's mission and other policies and procedures as applicable.

Distinguishing Features of the Class

An employee in this class performs technical and professional planning work for the region and energy work statewide. Work includes serving as project manager for complex projects, including supervising staff members or coordinating project teams on special work assignments; applying for and receiving funding for projects and managing the project; conducting complex and technical research; and gathering input from public officials, affected citizens and the public. Employees work on one or more areas of expertise including region-wide planning initiatives, economic development, a variety of energy management, environmental issues, or transportation (roads and alternatives). Work also includes tasks such as providing technical assistance to the local government members; planning and participating in various public participation processes; supporting groups and committees made up of citizen and public officials; evaluating programs and preparing and presenting reports; and complying with grant reporting regulations.

Duties and Responsibilities

Essential Duties and Tasks

- Manages and conducts complex and broad environmental and technical projects and studies covering a variety of fields including energy, water use, air quality, solid waste management, and other related fields.
- Supervises assigned staff members on a full-time, part-time, or project basis; supervises and participates in provision of technical assistance in assigned area; tracks environmental policies and provides technical input; provides guidance to business and institutional clients, member groups and committees.
- Provides facilitation and management of services for local government, business, non-profits, and industrial clients, provides staff support and technical guidance to various regional task forces and groups; facilitates meetings and builds consensus on a wide variety of topics among diverse parties; continually monitors communities to be proactive in identifying actual and potential issues and suggests strategies for dealing with concerns.
- Serves as a technical advisor; advises member governments on emerging issues related to area of assignment, conflicts of interests, etc.; makes presentations to the planning and zoning boards for completed projects; makes presentations to elected officials.
- Conducts, analyzes, and studies special issues and makes recommendations; gathers data; performs research; and drafts reports.
- Applies for funding from governmental and private sources; oversees staff contracts; sets resource allocations, and priorities; assures billing; complies with funding requirements.
- Conducts or presents at public meetings; facilitates various committees, boards and community groups; provides technical guidance; participates in meetings and public hearings to explain recommendations on planning proposals; answers citizen questions concerning planning questions and problems.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices, and research methods related to energy and water efficiency analysis, assessment reports, engineering principles, sustainability practices and or local and regional planning.
- Knowledge of relevant federal, state and local laws and regulations and of policy changes and advances/changes to programmatic areas of responsibility.
- Knowledge and awareness of commercial building codes and building performance standards

- Thorough knowledge of the application of personal computers to document preparation, spreadsheet analysis, presentation software, and other related applications with focus on energy analysis tools.
- Considerable skill in the collection, analysis, and presentation of technical data and/or planning recommendations.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare and review technical reports.
- Time management, budgeting and political awareness skills and detail oriented.
- Ability to communicate effectively in oral and written forms, to interpret ordinances and codes to officials and the general public, and to make public presentations.
- Ability to establish and maintain effective working relationships with public officials, business and institutional clients, coworkers, and the general public.
- Ability to provide leadership to other colleagues, interns, and project team members.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate, follow-up and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance in agreement with work policies.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work, exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects, including the human body.
- Must possess the visual acuity to prepare and analyze data and figures, accounting, to operate a computer terminal, perform visual inspections and extensive reading.

Desirable Education and Experience

- Graduation from a four year college or university with a major in planning, engineering, science or related field and considerable experience in business, non-profit, municipal, and governmental sectors or in work in the technical field of expertise as a consultant or professional; or an equivalent combination of education and experience. Prefer Masters degree in related field.