

ENERGY COORDINATOR

PURPOSE: To improve energy efficiency and reduce energy use within the City of Duluth, thus becoming a leader in environmental stewardship and sustainability.

FUNCTIONAL AREAS: Under the general direction of the Manager, Maintenance Operations:

1. Perform professional work to aid the City in reducing its overall energy consumption and reduce the environmental impact of energy use.
 - A. Develop a centralized energy tracking mechanism to monitor energy usage and costs within the organization.
 - B. Analyze data relating to energy consumption and greenhouse gas emissions through monitoring, tracking and bench marking.
 - * C. Conduct energy audits of facilities and analyze results to develop energy-saving strategies.
 - * D. Identify efficiency improvement projects, develop plans and coordinate implementation.
 - * E. Study the feasibility of new energy technologies, energy-saving devices or equipment for possible introduction and application.
 - * F. Develop and implement a comprehensive long-range plan to prioritize and guide sustainability initiatives across city operations.
 - * G. Develop and implement annual sustainability planning priorities and metrics to evaluate effectiveness of sustainability efforts.
 - H. Develop budgets and pursue funding sources for proposed energy improvements.
 - I. Prepare energy-related grant applications for federal, state, or private funding sources.
 - * J. Write policies and procedures related to energy and sustainability efforts.
2. Provide education about energy and environmental issues.
 - * A. Collaborate with management to identify opportunities and develop programs contributing to sustainable operations.
 - * B. Develop and coordinate an outreach program to promote energy efficiency and awareness among residents and businesses in Duluth.
 - * C. Identify community partners, including other local governments, businesses and community organizations to explore energy alternatives and other conservation efforts.
 - D. Identify and recommend legislative changes pertaining to energy issues.
 - E. Maintain a web page to post information on energy and sustainability progress.
 - F. Provide training to internal staff.
3. Perform related tasks.
 - * A. Represent the City in local, regional, and national organizations, and at events and conferences.
 - * B. Direct the work of subordinates and/or interns performing research or work on energy or sustainability projects.
 - * D. Prepare year-end energy reports and maintain related records.
 - * E. Maintain up-to-date knowledge of applicable laws, regulations, products, programs and other initiatives and ensure the information is distributed appropriately.
 - F. Perform related duties as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Bachelor's degree in engineering, environmental or natural science, business, or a related degree, plus four (4) years of experience implementing, coordinating, and marketing

multifaceted programs, preferably in the area of energy efficiency or conservation; or a combination of education and experience determined by Human Resources to be equivalent.

License Requirements

- ◆ A. Possession of a Minnesota driver's license or privilege by date of appointment and thereafter.
- B Certified Energy Manager preferred.

Knowledge Requirements

- ◆ A. Advanced knowledge of current energy and sustainability concepts, issues, trends and best practices.
- ◆ B. Knowledge of legislation relating to energy conservation, renewable energy, alternative fuels, and green house gas and other emissions.
- ◆ C. Knowledge of quantitative analysis methodology to analyze energy use and emissions data.
- ◆ D. Knowledge of energy project design and implementation.

Skill Requirements

- ◆ A. Skill in developing and delivering effective presentations.
- ◆ B. Skill in presenting data, producing technical reports and correspondence, and writing interpretations that are easily understood by the intended audience.
- ◆ C. Skill in effectively leading and facilitating change and building consensus within a large organization.
- ◆ D. Skill in project management, with proven ability to plan, administer and evaluate progress while remaining within budget.
- ◆ E. Leadership skills.
- ◆ F. Skill in developing and maintaining effective working relationships with management, employees, other government agencies, businesses, and community organizations.

Ability Requirements

- ◆ A. Ability to collect, interpret and critically analyze information.
- ◆ B. Ability to operate commonly used office equipment, personal computer and associated software programs.
- ◆ C. Ability to secure and manage grant funding and leverage additional resources for City initiatives.
- ◆ D. Ability to coordinate complex requests involving individuals or groups.
- ◆ E. Ability to communicate clearly and effectively both orally and in writing.
- ◆ F. Ability to energize people around a cause or initiative.
- ◆ G. Ability to independently prioritize work and make progress towards goals.
- ◆ H. Ability to attend work on a regular basis.

Physical Requirements

- A. Ability to sit for extended periods of time.
- ◆ B. Visual acuity to prepare and analyze data and figures.
- ◆ C. Manual dexterity to use keyboard for the preparation of reports and other documents.
- ◆ D. Ability to talk and hear to obtain and provide information.
- ◆ E. Ability to transport oneself to, from, and around sites of projects.
- ◆ F. Ability to occasionally lift and carry presentation materials and equipment weighing up to 25 pounds.

- * Essential functions of the position
- ◆ Job requirements necessary the first day of employment

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