**Energy Manager**

**Position Description**

The Energy Manager is responsible for the organization’s energy management program, activities, and staff. The Energy Manager sets or advises on energy goals; supervises energy efficiency projects and energy-related operations and maintenance activities; oversees energy performance tracking, analysis, and reporting; manages and forecasts energy budgets; and leads a team of energy professionals. The Energy Manager collaborates with other offices and engages with utility, service, and equipment providers to identify and execute energy projects and programs. The Energy Manager communicates the organization’s energy activities and performance to internal and external stakeholders.

**Responsibilities**

* Directs organization’s energy management program, activities, and staff.
* Supervises team responsible for managing energy-using assets to achieve energy and cost savings.
* Advises on or sets energy goals, monitors progress, and communicates performance.
* Develops and manages organization’s energy budget in coordination with other offices, which includes tracking energy consumption and costs and budget forecasting, and advises on energy commodity purchasing.
* Creates internal policies and procedures to optimize the energy-efficient use and operations of the organization’s facilities and equipment.
* Maintains central energy database that includes utility and operational data; oversees energy data entry and energy data analysis activities, including oversight of energy management and information systems.
* Oversees and/or conducts energy audits at each facility to identify energy conservation measures.
* Prepares and disseminates energy performance reports to a variety of internal and external stakeholders
* Participates in capital improvement and new construction projects concerning facility design to ensure maximum resource efficiency and sustainable building practices.
* Leads energy awareness, education, and engagement activities, including at external events and meetings.
* Applies for and manages incentives and grants that support energy projects and programs.
* Tracks, analyzes, and acts on state and federal energy legislation and regulations that impact the organization.
* Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.

**Qualifications**

**Skills and Experience:**

* Three to five years of professional experience in energy or facility management, environmental services, engineering, or equivalent experience promoting resource efficiency within an organization.
* Experience managing energy consumption and operating costs related to a range of facility and asset types, including analyzing and evaluating data and using software and data management tools.
* Knowledge of building science, mechanical systems, lighting, and controls equipment.
* Experience with budgeting, procurement and contract documents, and financing, including grant programs.
* Ability to read, analyze, and interpret building designs and construction plans, control drawings, service bulletins, technical procedure manuals, equipment specifications, and governmental regulations.
* Ability to communicate effectively orally and in writing with multiple stakeholders.
* Demonstrated leadership experience.

**Certifications and Licenses:**

* Certified Energy Manager ([CEM](https://www.aeecenter.org/certifications/certifications/certified-energy-manager)), Certified Energy Procurement Professional ([CEP](https://www.aeecenter.org/certifications/certifications/certified-energy-procurement-professional)), Building Operator Certification ([BOC](https://www.theboc.info/)), Leadership in Energy and Environmental Design Accredited Professional ([LEED AP](https://new.usgbc.org/credentials)), or other relevant credentials are preferred.

**Education:**

* Bachelor’s, master’s, or other advanced degree in engineering, environmental science, resource management, or related field.