



## JOB DESCRIPTION

**Position Title:** Municipal Energy Officer

**Department:** Infrastructure Services

**Reports To:** Manager of Infrastructure

**Function:**

The Municipal Energy Officer is an inter-municipal position based at the Municipal District of Bonnyville No. 87 (M.D.). This position is responsible to focus on energy management planning, tracking energy use, and leading energy-saving projects towards a more energy-efficient work culture for the three municipal partners: the M.D., the City of Cold Lake, and the Village of Glendon.

The position is funded through the Municipal Climate Change Action Centre (MCCAC) Municipal Energy Manager (MEM) Program.

**Duties & Responsibilities:**

- Benchmark, track, and determine energy usage and energy consumption of all municipal public buildings.
- Identify, analyze, and prioritize energy-savings opportunities through the development of energy consumption reduction plans and strategies.
- Analyze energy conservation measures, identify inadequacies, and recommend equipment upgrades and renewable energy solutions.
- Create municipal greenhouse gas emission inventories and collaborate with each respective municipal authority to identify specific, appropriate, measurable, and timely emission reduction targets and goals.
- Guide the development of an Energy Management Plan and monitor its continual improvement and implementation.
- Deliver energy management services in general to multiple municipal facilities.
- Assist with the management of MCCAC MEM program requirements.
- Develop quarterly and year-end progress reports highlighting the three municipal energy management plan targets, performance indicators, energy-savings projects, and other deliverables.
- Identify and prioritize energy-reduction or energy-generation funding opportunities.
- Deliver presentations to provide status updates, deliverable progress, lessons learned, and recommendations for future projects.
- Facilitate group workshops when applicable.

**Skills:**

- Excellent written and oral communication skills for presentations, technical reports, e-mail, and other written documents.
- Excellent attention to detail, organizational and problem-solving skills.
- Ability to analyze and prioritize situations, identify potential problems, and recommend solutions.
- Ability to prepare and utilize spreadsheets, databases, and reports to monitor and communicate progress and specific metrics.
- Project management expertise to successfully deliver projects on time and budget.
- Ability to work with multiple teams in fostering strong relationships both internally and externally.
- Fluency in standard office software such as Microsoft Office (Excel, Word, PowerPoint, Outlook) and Google Suite.

**Education and Experience**

- Bachelor's degree or higher in environmental science, engineering, or a technical diploma in a closely related field with a focus on climate change and/or energy management/working with concepts of energy efficiency, renewable energy, environmental management systems, greenhouse gas inventory, climate change initiatives or similar/any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job.
- 2-5 years of experience in mechanical, electrical, chemical, commercial, industrial, energy efficiency, project management (with an energy focus), facility engineering or a related field.
- Experience with the following systems: HVAC, lighting, chillers and refrigeration, motors, variable frequency drives, compressed air, building envelope, renewable energy, and process equipment.
- Professional experience with energy systems, and processes and/or energy engineering principles, methods, and techniques considered an asset.
- Professional experience in climate change mitigation, greenhouse gas emission inventories, target-setting, energy management planning, energy engineering calculations and energy auditing considered an asset.
- Experience with energy benchmarking and energy benchmarking software considered an asset (e.g., RETScreen, EnergyStar Portfolio Manager).
- The following credentials are considered an asset(s): Professional Engineer (P.Eng.), Certified Energy Manager (CEM), Energy Manager In Training (EMIT), Certified Engineering Technologist (CET), Certified Practitioner in Energy Management Systems (CP EnMS), Certified Leadership in Energy and Environmental Design (LEED), or other similar certification.