

Energy Coordinator

SUMMARY/PURPOSE

To track, influence, and improve the (corporate) City of Duluth's energy efficiency by developing, implementing, and managing maintenance, construction, and operational strategies, projects, programs and systems that reduce energy consumption in City facilities and on City property. Work to transition City energy use to renewable sources while developing sustainable operational practices that further the City's climate change adaptation, mitigation, and environmental protection efforts in line with the corporate City's greenhouse gas emission reduction goals.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform professional and technical work to aid the City in reducing its overall energy consumption and reduce the environmental impact of energy use.
2. Develop and manage a centralized energy tracking mechanism to monitor energy usage and costs within the organization.
3. Analyze data relating to energy consumption and greenhouse gas emissions through monitoring, tracking, and benchmarking.
4. Conduct energy audits of facilities and analyze results to develop energy-saving strategies.
5. Ensure projects follow Owner Performance Requirements and other internal operational standards for construction and facilities.
6. Identify energy efficiency improvement projects, maintenance procedures, and operational practices; develop plans, coordinate implementation, manage projects and maintenance systems, and coordinate utility rebates and incentive programs, track progress and communicate the results.
7. Study the feasibility of new energy technologies, energy-saving devices, or equipment for possible introduction and application. Manage, implement, and troubleshoot lighting and building control systems.
8. Work with the Sustainability Officer to develop, plan, communicate, and implement a comprehensive energy and sustainability program that prioritizes, guides, and communicates progress and initiatives across City operations.
9. Assist in preparation of energy-related grant applications for federal, state, or private funding sources.
10. Develop, implement, and manage systems and projects that support energy efficiency in City facilities and on City property.
11. Prepare year-end energy reports to assist with annual GHG reporting, GreenStep Cities reporting, and energy dashboard updates, and maintain related records. Use data to create graphics that communicate progress and prepare reports for Sustainability Officer and Energy Plan Commission.
12. Track Energy Fund spending and project implementation. Report on financial results (cost and energy savings) annually. Coordinate with finance to accurately report on cost savings and capture savings to be reinvested for future work.
13. Maintain up-to-date knowledge of applicable laws, regulations, products, programs, and other initiatives, and ensure the information is distributed appropriately.

14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
19. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
20. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in engineering, environmental or natural science, energy management, business, or a related professional field, and four (4) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional experience implementing, coordinating, and managing multifaceted programs, preferably in the area of energy efficiency or conservation.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. 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 greenhouse 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.
 - E. Knowledge of problem-solving and conflict-resolution techniques.
 - F. Knowledge of applicable safety requirements.
 - G. Knowledge of, or the ability to learn, City policies and procedures.
 - H. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - I. Knowledge of effective leadership and personnel practices.
4. 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. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - F. Skill in managing one's own time and the time of others.
 - G. Skill in completing assignments accurately and with attention to detail.
 - H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. 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 provide technical assistance and troubleshooting for energy-related elements of City facilities (e.g., HVAC controls, lighting controls, EV charging stations, etc.).
 - E. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - F. Ability to communicate and interact effectively with members of the public.
 - G. Ability to communicate effectively both orally and in writing.
 - H. Ability to recognize, analyze, and solve a variety of problems.
 - I. Ability to organize and prioritize work while meeting multiple deadlines.
 - J. Ability to handle difficult and stressful situations with professional composure.
 - K. Ability to work successfully as a member of a team and independently with minimal supervision.
 - L. Ability to train and lead others.
 - M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - N. Ability to enforce safety rules and regulations.
 - O. Ability to maintain confidential information.
 - P. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
 - Q. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Professionals	CSB: 11/02/2021	Class No: 3122
WC: 9410	Pay:	EEOF: Admin/Finance	CC:	Resolution:

Energy Coordinator

SUMMARY/PURPOSE:

To track, influence, and improve the (corporate) City of Duluth's energy efficiency and by developing, implementing, and managing maintenance, construction, and operational strategies, projects, programs and systems that reduce energy consumption in City facilities and on City property. Work to transition City energy use within the City of Duluth, thus becoming a leader in to renewable sources while developing sustainable operational practices that further the City's climate change adaptation, mitigation, and environmental stewardship and sustainability protection efforts in line with the corporate City's greenhouse gas emission reduction goals.

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

4. SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform professional and technical work to aid the City in reducing its overall energy consumption and reduce the environmental impact of energy use.
2. A. Develop and manage a centralized energy tracking mechanism to monitor energy usage and costs within the organization.
3. B. Analyze data relating to energy consumption and greenhouse gas emissions through monitoring, tracking, and bench marking benchmarking.
4. C. Conduct energy audits of facilities and analyze results to develop energy-saving strategies.
5. D. Ensure projects follow Owner Performance Requirements and other internal operational standards for construction and facilities.
6. Identify energy efficiency improvement projects, maintenance procedures, and operational practices; develop plans and coordinate implementation, manage projects and maintenance systems, and coordinate utility rebates and incentive programs, track progress and communicate the results.
7. E. Study the feasibility of new energy technologies, energy-saving devices, or equipment for possible introduction and application. Manage, implement, and troubleshoot lighting and building control systems.
8. F. Develop Work with the Sustainability Officer to develop, plan, communicate, and implement a comprehensive long-range plan to prioritize and guide energy and sustainability program that prioritizes, guides, and communicates progress and initiatives across city City operations.
9. 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.
9. I. Prepare Assist in preparation of energy-related grant applications for federal, state, or private funding sources.
9. J. Write policies and procedures related to energy and sustainability efforts.

~~2. Provide education about energy and environmental issues.~~

- ~~ρ A. Collaborate with management to identify opportunities and develop programs contributing to sustainable operations.~~
- ~~ρ B. Develop and coordinate an outreach program to promote energy efficiency and awareness among residents and businesses in Duluth.~~
- ~~ρ C. Identify community partners, including other local governments, businesses and community organizations to explore energy alternatives and other conservation efforts.~~
- ~~D. Identify in City facilities and recommend legislative changes pertaining to energy issues.~~
- ~~10. E. Maintain a web page to post information on energy and sustainability progress City property.~~
- ~~F. Provide training to internal staff.~~

~~3. Perform related tasks.~~

- ~~ρ A. Represent the City in local, regional, and national organizations, and at events and conferences.~~
- ~~ρ B. Direct the work of subordinates and/or interns performing research or work on energy or sustainability projects.~~
- ~~11. ρ D. Prepare year-end energy reports and to assist with annual GHG reporting, GreenStep Cities reporting, and energy dashboard updates, and maintain related records. Use data to create graphics that communicate progress and prepare reports for Sustainability Officer and Energy Plan Commission.~~
- ~~12. ρ E. Track Energy Fund spending and project implementation. Report on financial results (cost and energy savings) annually. Coordinate with finance to accurately report on cost savings and capture savings to be reinvested for future work.~~
- ~~13. Maintain up-to-date knowledge of applicable laws, regulations, products, programs, and other initiatives, and ensure the information is distributed appropriately.~~
- ~~14. F. Perform related Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.~~
- ~~15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.~~
- ~~16. Provide training on new or modified procedures and policies to all affected parties.~~
- ~~17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.~~
- ~~18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.~~
- ~~19. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.~~
- ~~20. Other duties as may be assigned.~~

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

~~A. A. — Bachelor=s degree~~Bachelor's Degree in engineering, environmental or natural science, energy management, business, or a related ~~degree, plus professional field, and~~ four (4) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional experience implementing, coordinating, and ~~marketing~~managing 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.~~

2. License Requirements

~~A. Possession of~~Possess and maintain a valid Minnesota driver=s~~Class D driver's~~ license or privilege ~~by date of appointment and thereafter.~~
A. B— Certified Energy Manager preferred.

3. Knowledge Requirements

- A. A. — Advanced knowledge of current energy and sustainability concepts, issues, trends, and best practices.
- B. B. — Knowledge of legislation relating to energy conservation, renewable energy, alternative fuels, and ~~green house~~greenhouse gas and other emissions.
- C. C. — Knowledge of quantitative analysis methodology to analyze energy use and emissions data.
- D. D. — Knowledge of energy project design and implementation.
- E. Knowledge of problem-solving and conflict-resolution techniques.
- F. Knowledge of applicable safety requirements.
- G. Knowledge of, or the ability to learn, City policies and procedures.
- H. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- I. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. A. — Skill in developing and delivering effective presentations.
- B. B. — Skill in presenting data, producing technical reports and correspondence, and writing interpretations that are easily understood by the intended audience.
- C. C. — Skill in effectively leading and facilitating change and building consensus within a large organization.
- D. 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.~~
- E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- F. Skill in managing one's own time and the time of others.
- G. Skill in completing assignments accurately and with attention to detail.
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

A. A. — Ability to collect, interpret and critically analyze information.

- ~~B. B. Ability to operate commonly used office equipment, personal computer and associated software programs.~~
- ~~C. 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.~~
- ~~D. E. Ability to provide technical assistance and troubleshooting for energy-related elements of City facilities (e.g., HVAC controls, lighting controls, EV charging stations, etc.).~~
- ~~E. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- ~~F. Ability to communicate clearly and and interact effectively with members of the public.~~
- ~~G. Ability to communicate effectively both orally and in writing.~~
- ~~H. F. Ability to energize people around recognize, analyze, and solve a cause or initiative variety of problems.~~
- ~~I. G. Ability to independently organize and prioritize work and make progress towards goals while meeting multiple deadlines.~~
- ~~J. H. Ability to handle difficult and stressful situations with professional composure.~~
- ~~K. Ability to work successfully as a member of a team and independently with minimal supervision.~~
- ~~L. Ability to train and lead others.~~
- ~~M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.~~
- ~~N. Ability to enforce safety rules and regulations.~~
- ~~O. Ability to maintain confidential information.~~
- ~~P. Ability to demonstrate dependability, responsibility, and consistency in their job performance.~~
- ~~Q. Ability to attend work on a regular basis as scheduled and/or required.~~

Physical Requirements Demands

- ~~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~~ The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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WC: _____	Pay: _____	EEOF: _____	CC: _____	Resolution: _____