



## Mass Save® Municipal Energy Manager Grant – Sample Job Description

The sample job description on the following page is offered to assist municipalities to plan for and recruit a Municipal Energy Manager and plan to receive funding from the Mass Save Municipal Energy Manager (MEM) Grant program. Use of the sample description below is not mandatory for recipients of the Grant. However, if you do receive funding for an Energy Manager from the Mass Save Grant program, please include the funding acknowledgement in your job posting.

### How to use this sample job description:

- The sample job description contains the job responsibilities necessary to support municipalities in achieving improved energy efficiency and emission reductions.
- The description is intended to provide a comprehensive list of possible job responsibilities, not a required list. Participating municipalities should edit or add additional items to this general job description to clarify their specific position, align with municipal goals, and comply with municipal policies. All candidate screening, interviewing, and hiring decisions are the responsibility of the participating municipality.
- Energy Managers are in very high demand. Candidates with significant experience in all the listed energy management responsibilities may be rare. Municipalities are encouraged to select a candidate with the most robust energy management experience who is the best fit for their community.
- Eversource and/or National Grid will offer additional training and support for municipalities who hire Municipal Energy Managers, to help upskill your new energy manager. This includes access to Building Operator Certification through partnership with the MA Energy Efficiency Partnership at UMass Amherst.
- **Green text** in the sample job description is meant to be replaced with municipality specific data.

Sample Job Description
<b>Job Title:</b> “[MUNICIPALITY NAME] Energy Manager,” “[MUNICIPALITY NAME] Energy Director,” or another relevant name. It is recommended that the position title refers to Energy Management in some way.
<b>Department:</b>
<b>Reports To:</b>
<b>Classification/Grade:</b>
<b>FLSA Status:</b>
<b>Union Status:</b>
<b>Benefit Status:</b>

### About the position:

The [JOB TITLE] is responsible for the development, implementation, and coordination of energy and climate mitigation-related projects, programs, and policies for [MUNICIPALITY NAME]. The role supports energy efficiency and emissions reductions in schools and other municipal buildings, in pursuit of Massachusetts’ goal of carbon neutrality by 2050.

### Responsibilities:

- Manage and track energy and carbon savings projects for all municipal buildings in [MUNICIPALITY NAME]. Collect, track, analyze, and communicate energy, utility, emissions, fleet, and other relevant data.
- Facilitate an Energy Management Assessment to evaluate the current state of energy management practices and policies in the municipality.
- Prepare an annual work plan and track the work plan with quarterly and annual reports.
- Through use of the Mass Energy Insight tool offered by the MA Department of Energy Resources, develop or refresh an Energy Management Plan of municipal facilities.
- In coordination with the Facilities Department and building operators, develop and manage projects that will reduce annual energy use and reduce carbon emissions. Projects may be short term or may require long-term planning. This position may need to procure and manage technical assistance and/or implementation vendors to execute work.
- Work with the Eversource and/or National Grid and [MUNICIPALITY NAME] school department to complete no cost assessments of energy saving opportunities in all school buildings and other municipal buildings.
- Manage project budgets, municipal solar projects, and create or advocate for long term funding mechanisms within city budgets.
- Assist with management of energy supply procurement and implement municipal aggregation program.
- Maintain compliance with Green Communities designation from MA DOER for school and other municipal facilities, streetlights, vehicle fleet including grant management, annual reporting, and maintenance of municipal Mass Energy Insight profile.
- Prepare written materials including requests for proposals, grant applications, bid specifications, press releases, presentations, and web content in support of carbon reduction initiatives. Procure vendors and contractors; manage consultants; secure Mass Save Program incentives; oversee project budgets and prepare project grant reports.

- Act as liaison and point of contact across [MUNICIPALITY NAME] departments, local organizations, local elected officials, sponsors of Mass Save, and regional organizations on energy and sustainability issues.
- Attend [MUNICIPALITY NAME] Committee and [MUNICIPALITY NAME] Council meetings as needed.
- Act as staff liaison to municipal energy committee.
- Manage the creation and implementation of a Net Zero Action Plan with stakeholder groups to meet the municipal commitment to be Net Zero by 2050.
- Research and apply for energy efficiency, climate resiliency, and renewable energy grant procurement opportunities in support of energy, climate, and sustainability goals.
- Work with other departments to create training, outreach, and other materials related to sustainability and resiliency to support carbon reduction among residents and business owners. Recruit, train, and manage community volunteers and interns. Supervise contracted services.
- Develop website and social-media content related to energy and sustainability. Track engagement and community-based metrics.
- Evaluate program data to ensure efficacy of programs/materials/outreach. Drive interdepartmental learning and development related to efficiency.
- Perform other duties as necessary.

### **Education and Experience:**

A candidate for this position should have a bachelor's degree in environmental planning, environmental science, environmental policy, engineering, business, or related degree and five (5) or more years of full-time professional experience in mechanical, electrical, facility, or other engineering; energy efficiency; project management (with an energy focus); energy management; or a related field OR an associate's degree in engineering, business, environmental science, or related degree and seven (7) or more years of full-time professional experience.

[MUNICIPALITY NAME] may consider equivalent education and experience in determining whether a candidate has met the requisite qualifications.

### **Skills:**

- Excellent project management skills, with the ability to manage multiple projects simultaneously and deliver results on time and within budget.
- Strong communication, interpersonal, and customer service skills, both written and verbal, with the ability to communicate effectively with diverse stakeholders.
- Ability to work independently and collaboratively in a team environment.
- Strong problem-solving skills.
- Strong analytical skills to analyze energy performance data and identify improvement opportunities.
- Familiarity with Microsoft Office Suite.
- Experience with budgets, financial record keeping, and tracking assets.
- Ability to generate reports, perform data entry, and manage data.
- Knowledge of energy management systems, greenhouse gas inventories, and familiarity with state and local decarbonization goals and initiatives.

- Knowledge of commercial HVAC equipment and controls, lighting equipment and controls, weatherization measures.
- Knowledge and understanding of laws, rules, regulations for energy procurement, the Green Communities Act, and other renewable and energy efficiency federal, state, and local regulations and programs is desirable.
- Willingness to pursue additional certifications and training to enhance skills and knowledge in energy management and related areas.

**How to Apply:**

[Include your Municipality's hiring process]

**Funding Acknowledgement:**

This position is funded in part by Eversource and National Grid, as Sponsors of Mass Save. We acknowledge and appreciate their support in helping us achieve our energy management goals.