

City of Fort Worth, Texas Job Description

Classification Title	Energy Manager		
Job Code:	MG1741	Job Family:	Management
Pay Grade	612	Date Reviewed:	04/30/2018
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Under general direction, oversees City's internal energy and water management usage and makes recommendations to improve energy performance utilization of departments; successfully addresses utility customer complaints; ensures energy and water data reporting meets state and federal compliance; develops and projects energy budgets for departments; creates fiscal reports; and, performs related duties as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe work environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages and analyzes interdepartmental energy and water accounts for performance. Conducts and analyzes internal energy and water cost of service studies for departments, provides long-range forecasts of expenditures, and develops proposed rates. Responds to and resolves related utility consumer complaints.
3. Performs City departments' energy and water budget development, projections, and makes recommendations of energy and water efficiency initiatives; directs and participates in field analysis of equipment operations and efficiencies to determine levels of energy efficiency; benchmarks and applies data gained to studies and recommendations.
4. Reviews and analyzes alternative improvement solutions for existing energy, water, and natural gas source contracts, franchise fees, and related billing/invoices and programs; determines cost effective use through related programs.
5. Develops internal energy and water conservation projects and supports implementation. Identifies internal priority energy projects and uses project management techniques for implementation. Researches and determines applicability of state-of-the-art renewable energy management techniques and energy engineering technologies which may include lighting, HVAC, building envelope and building control technologies. Performs reviews and makes product and material recommendations along with ensuring approved recommendations are implemented to amplify the City goals for facilities.

6. Maintains a variety of records, research data, and prepares reports as required to meet state and federal objectives. Reviews plans and specifications and serves as a technical resource for internal energy/water system management; promotes internal energy/water consumption awareness within the City; and, evaluates annual internal energy and water performance targets and reports on the City's progress.
7. Works closely with City departments, management, and Council on energy and water efficiency initiatives. Develops and recommends internal energy and water criteria, policies, and procedures for multiple initiatives and programs for City departments.
8. Researches energy grant opportunities and rebates at local, state and federal levels as well as private sources; writes proposals for grants, secures funding, implements and manages grant programs.
9. Reviews the approved budget for departments to ensure that the proposed budget reflects reasonable funding levels, considering revenue estimates and general economic conditions or projections.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Environmental issues pertaining to sustainability goals.
 - Current sustainability technologies and their applications.
 - General availability and procurement of energy supplies.
 - General energy and ventilation codes.
 - Federal, state and local regulations applicable to energy and water management.
 - Federal energy management programs.
 - Methods and techniques of statistical data collection and analysis.
 - Principles of supervision, training, and evaluation.
- **Skill in:**
 - Organization and time management.
 - Problem solving and decision making.
 - Coordinating resources.
 - Interpersonal relations.
 - Delivering presentations.
 - Analyzing complex data.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Perform root cause analysis and troubleshoot issues through collaborative efforts.
 - Work in a team oriented atmosphere with the expectation that tasks be completed by working across organizational lines.

- Set priorities, multi-task, and work efficiently under pressure.
- Delegate, motivate and evaluate the work of subordinates.
- Set goals and communicate expectations.
- Work with various departments, legal counsel and outside professional partners.
- Review, analyze and evaluate data objectively and make appropriate recommendations.
- Perform cost benefit analyses.
- Write proposals and bid specifications.
- Read plan and blueprints.
- Plan and manage large scale projects.
- Develop and maintain effective working relationships.
- Communicate technical concepts and solutions at a level appropriate to the audience.
- Prepare and maintain records and reports.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in environmental sciences, environmental sustainability, energy planning or a closely related field and four (4) years of related experience in energy management, environmental sustainability, or energy planning.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions are mostly in an office environment. Moderately light physical effort. Occasionally required to push, pull or lift medium to heavy weights, and to stand, sit or walk uncomfortably for extended periods. Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, and climbing ladders, stairs to make necessary inspections. Moderate exposure to elements such as heat, cold, dampness, fumes, noise, dust, or grease. Intermittent exposure to stress as a result of human behavior and the demands of the position. Required travel to various sites within the City.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions. Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry,

push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.