

## **Energy and Sustainability Assistant**

**Department:** Energy and Sustainability Department

**Division:** N/A

**Appointing Authority:** Energy and Sustainability Director

**Grade:** 3

**Revision Date:** 1/23

**Bargaining Unit:** S

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### **Definition:**

Performs routine and complex administrative and technical work to support the operation of the Energy and Sustainability Department; all other related work that is logical to the position as required.

### **Supervision:**

Receives general direction from the Energy and Sustainability Director, or designee, following City rules, regulations and policies; requires the ability to plan and perform operations with outstanding attention to detail; to independently complete assigned tasks according to a prescribed time schedule, and to proactively keep current with relevant energy related programs and continually changing information.

No supervisory duties, other than may assist in supervision of interns or other temporary employees from grant funded initiatives.

### **Environment:**

Minimal physical effort required in performing duties under typical busy office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate.

Performs varied and highly responsible duties and functions requiring independent initiative and judgment to ensure compliance with applicable laws, rules, regulations, and City policies, procedures and methods.

Has access to or control of City-wide records which may be subject to non-disclosure or limited disclosure pursuant to statutory or departmental prescript, including bid proposals.

Has regular contact with the general public, other City departments, officials, boards and committees, employees, State and Federal officials or agencies, outside organizations, vendors, contractors and other business, legal and civic leaders.

Errors in judgment, duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, legal or financial repercussions, waste of public funds, and lower standards of service for the City.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists department to design and implement innovative and effective programs and policies to achieve energy and resource sustainability for municipal, commercial and residential sectors. Assists with the coordination and implementation of departmental, municipal and community wide projects and initiatives, including but not limited to software navigation, data analysis and data input of the municipal energy accounts such as Mass Energy Insight.

Coordinate, adhere to public open meeting laws and attend designated committee meetings and provide related support to the Energy and Sustainability Director and committee members.

Create and maintain appropriate spreadsheets to document and track all accounts, projects and unique expenditures both inside and outside of department budget. Requires data analysis of complex datasets and Excel manipulation including calculations and design. Assist Director with tracking and reporting energy usage across all municipal accounts as needed and in support of annual Green Communities reporting requirements and other related tracking/reporting, such as electric vehicle charging station usage, solar array production, and utility tariff structures. Often involves research, data tracking and analysis, and liaison with other City departments for required information.

Complete or support with identified grants, rebates or incentives that support and expand the City's sustainability programs. Often involves research on energy technologies eligible for grants including renewable energy, HVAC systems, lighting, appliances, etc., as well as research on rebate and incentive programs. Communicate with utilities and contractors as needed.

Prepare required accounts payable and receivable documents for Director's approval. Responsibility lies with the Energy Sustainability Assistant to ensure payments are made prior to payment due dates. Assist with gathering supporting documentation as necessary.

Assist in drafting and publishing press, education and outreach materials across all media outlets to support Department and City efforts as appropriate and specified by Energy and Sustainability Director. Proactively maintain and update City webpage and FaceBook account to ensure high visibility of departmental activities and accomplishments to the community as well as keeping current on available energy related resources, such as MassSave incentives and offerings.

Assist with data collection and organization and policy analysis for the development of 'best practices guidelines' that promote high performance or efficiency strategies in City buildings and operations across all departments. Includes annual update of municipal building dashboards.

### **Minimum Qualifications:**

#### **Education and Experience:**

Bachelor's degree in a related field with at least two (2) years experience in energy management, environmental, climate change, or sustainability programs and exemplary administrative support skills, or at least four (4) years commensurate experience in related field preferred; or any equivalent combination of education and experience that enables performance of all aspects of the position. Experience working within and with governmental organizations a plus.

#### **Knowledge, Ability and Skill:**

Must possess excellent administrative, organizational, and communication skills with a keen attention to detail to support the work of the department. Strong Excel and data analysis and interpretation skills required to perform necessary tracking and reporting. Effective communication and interpersonal skills required representing the department and the City in a broad array of constituency groups; effective at conveying complicated information in an easily understandable manner. Ability to plan and work independently and complete assigned tasks on deadline. Knowledge of the Greenfield community preferred. Position



continually requires tact, diplomacy and the ability to interact in a positive and effective manner with a wide variety of individuals, including the general public, employees, City, State and Federal leaders or personnel; vendors and individuals at all levels of authority. Must perform all aspects of job responsibilities with honesty and integrity.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office, especially Excel and Word and Google Workspace required; skilled at effective web-based outreach and education; ability to set-up and maintain vendor and energy related online accounts; familiarity with computer hardware and software systems.

Ability to perform projects and assignments on the basis of general outlines or directions without specific instructions as to details, and to perform continuing assignments independently and proactively. Ability to prepare routine correspondence, reports and analyses and to communicate effectively orally and in writing; ability to keep accurate and detailed records and provide regular written updates to the Director for use in creating operation procedures; apply organizational skills efficiently with attention to detail; ability to meet deadlines and work effectively.

Knowledge of energy and sustainability related issues preferred, with an ability and willingness to learn in a fast-evolving and complicated landscape of information. Ability to understand and prepare documents efficiently and accurately; comprehend and make inferences from written material; learn job-related material primarily through oral instruction and observation.

Performs varied and responsible duties requiring a thorough knowledge of City operations and the exercise of judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

#### **Physical Requirements:**

Frequent sitting, talking, hearing and mental concentration for prolonged periods required; frequent use of hands and fingers, to feel or operate objects, tools, or controls and reach with hands and arms in operating/using various office equipment; occasionally required to lift or move records or objects of up to 15 pounds; specific vision requirements include close vision for extended periods of time at computer monitor, and ability to adjust focus, color vision and depth perception. Must be able to communicate verbally and in writing and be understood clearly.

**Special Requirements:** Must successfully pass CORI/ SORI checks. Must have a valid Class D Driver's license. Must have an acceptable driving record and be insurable under city's policy.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

#### **Approved:**

  
Human Resources Director

  
Department Head

[SSEA Review CM]

3-10-2023  
Date

Revision History: Initial 8/14, 11/19, 1/23

  
Mayor