

## **Energy / Sustainability Manager**

**Department:** Energy and Sustainability  
**Division:** N/A  
**Appointing Authority:** Mayor

**Grade:** 4  
**Revision Date:** 11/19  
**Bargaining Unit:** NR

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### **Definition:**

Responsible for the administrative, technical and supervisory tasks related to all renewable energy and energy efficiency and conservation policies, practices and projects for the city; responsible for development, management and coordination of duties to identify, develop, implement and manage innovative and effective programs and policies to achieve a high level of energy and resource sustainability for municipal, commercial, and residential sectors, responsible for fiscal management and operational direction of all department functions; all other related work that is logical to the position as required. Represent department as required at meetings and on appropriate committees to further the City's energy and Sustainable Master Plan goals.

### **Supervision:**

Receives general direction from the Mayor or designee, following city rules, regulations and policies; requires the ability to plan and perform operations; to independently complete assigned tasks according to a prescribed time schedule.

May supervise up to three (3) departmental employees or interns from departmental or grant funded initiative; supervises consultants in energy related disciplines. Performs highly responsible functions of a complex nature, providing information and professional advice to the Mayor, City Council, and various city committees, concerning the development, implementation, management and administration of policies, goals, and regulations, related to energy policies and projects for the city.

### **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.

Makes constant contacts 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 that requires patience, diplomacy, tact and courtesy.

Some duties may require site review of proposed projects or buildings; which may involve walking and climbing over uneven terrain; climbing stairs, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, asbestos, lead paint, mold, noise and other associative building or field conditions. Must drive self or have transport to and from field, building and project sites.

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.)

Responsible for developing and accomplishing departmental objectives and goals within guidelines established by the Mayor. Assignments are broad in scope and allow for a high degree of administrative and managerial discretion in their execution. Serves as the City's energy professional; responsible for developing or directing the development of a variety of short and long-range energy related projects and analysis; leads and coordinates efforts relating to the City's long-range energy goals;

Maintains current knowledge of new trends and innovations in energy as it applies to the City; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.

Responsible for implementing municipal and community-wide projects and initiatives, including but not limited to:

Securing competitive bids, preparing and managing the City's energy contracts while targeting a diversified energy portfolio that includes renewable energy and alternative fuels where economically and environmentally beneficial.

Represents the City at various meetings and events; represents the department to maintain effective relationships with, and coordinates departmental activities with other departments as well as a variety of boards, commissions, community organizations, groups and individuals; promotes positive public relations; Within established guidelines and objectives, provides staff support to municipal personnel, elected officials, members of the Sustainable Greenfield Implementation Committee, and representatives of the Franklin Regional Council of Governments, and others as required.

Prepares, administers, presents and defends annual departmental budget to Mayor and Council as required.

Responsible for implementing municipal and community wide projects and initiatives; for monitoring, measuring and reporting on programs and performances, including but not limited to:

- Ensure Greenfield maintains Green Community status and meets all goals including taking the lead with DOER for Green Community Reporting and Grant Opportunities and the submission of annual reports and application for annual competitive grants.
- Is lead with MA Clean Energy Center on initiatives such as anaerobic digestion or the Clean Energy Strategies Pilot Program.
- Develop and implement clean energy projects for the city or for city buildings.
- Coordinate with departments to reduce energy consumption at city buildings and properties through upgrade projects or operational adjustments such as LED or WWTP upgrades through Eversource's Municipal Energy Efficiency Program.
- Serve as resource for departmental capital improvement projects to incorporate high performance building practices including energy efficiency and green materials as indicated or appropriate in a

- Cost effective manner. Seek out and apply for grants and programs as indicated to support departmental goals. Manage a variety of grant programs; prepare all related grant applications and provides reports on such applications; coordinate procurement and review all bid contracts as required.
- Develop and maintain Mass Energy Insight to track city wide energy consumption.
- Act as lead on Municipal Aggregation, including preparing all information and documents for annual procurement including greening the supply, tracking community enrollment in the program, resolve customer issues as needed. Maintain website with current and accurate information.
- Implement and coordinate complementary programs to benefit city businesses such as WMECO Main Street Pilot Program for Small Businesses;
- Serve on Sustainable Greenfield Implementation Committee; facilitate Sustainable Master Plan Implementation as it relates to energy and sustainability.
- Manage existing projects and processes for fuel efficient vehicle policy compliance and electric vehicle charging stations.
- Research energy and/or sustainability related programs or processes that may be applicable and deemed beneficial to the City.
- Keep public informed on projects and successes through press and outreach.
- Develop and maintain City webpage on energy and sustainability.

Seeking grants, rebates, incentives, bonding initiatives, and savings-reinvestment opportunities that support and expand the City's sustainability programs while providing positive economic development; creating, maintaining or assisting other responsible entities with baseline inventories of all municipally owned and operated buildings, vehicles, street lights, and traffic lights.

Managing energy use in municipal facilities; Developing and implementing "best practices guidelines" that promote high performance/efficiency strategies in new construction and building retrofits in all sectors. Promoting greenhouse gas reduction goals in the municipal, commercial, and residential sectors to provide economic benefits and to significantly reduce the community's dependency on fossil fuels in keeping with the City's Green Communities designation to reduce fuel consumption by 20% within specified timelines and other initiatives for by 2050 including reducing climate change emissions by 80%.

Supporting interdepartmental staff and teams to reduce GHG emissions from City operations (e.g., working with the planning and building departments to promote the State energy code and low-impact or zero impact development related to energy resources, storm water management, etc.).

Selects, trains, motivates, and evaluates subordinate personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Provides leadership to develop and retain highly competent, customer service oriented staff;

### **Recommended Minimum Qualifications:**

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

Bachelor's degree in field of environmental sciences or environmental policy/Management or similar field preferred. Master's degree preferred.

Five (5) years direct experience, preferably in a municipal setting, developing, funding and implementing energy efficiency and renewable energy projects and/or programs; energy management, environmental

climate change or sustainability programs. Must demonstrate track record of high level of responsibility with energy strategies and management, and must demonstrate leadership skills in the context of formal organizations; specifically municipal organizations and administration including budgets, grants and supervisory practices.

Experience in dealing with the public strongly preferred; computer experience including general office software applications, spreadsheets and database management required; experience in research, policy development, data analysis and report writing; or any equivalent combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:**

Knowledge and experience in energy and environmental management, climate change, energy efficiency, renewable energy and environmental sustainability principles.

Must possess a high level of interpersonal skills to handle situations or information with considerable knowledge of the rules, regulations, procedures and functions of the office and to represent the City in a broad array of constituency groups. 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. Strong administrative, organizational, communication skills in a multi-task environment; Ability to plan, delegate, and work independently. Must perform all aspects of job responsibilities with honesty and integrity.

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. Ability to prepare routine correspondence, reports and analyses and to communicate effectively orally and in writing; ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail; ability to meet deadlines and work effectively in pressure situations in a multi-task environment.

Comprehensive knowledge of principles and techniques of energy and sustainability. Knowledge of legal and procedural operations in a municipal setting including procurement requirements and negotiating contracts. 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.

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 and G-Suite required; familiarity with database programs and computer hardware and software systems.

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 handle, 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; ability to operate a personal computer or other keyboard device utilizing a windows environment and to operate a keyboard and standard office equipment at efficient speed.

**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. Position requires attendance at some evening or weekend meetings.

*(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:**

EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT

\_\_\_\_\_  
Human Resources Director

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Date

Revision History: Initial 9/14, 11/19

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Mayor