



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

ENERGY MANAGER
Department of Public Works

Salary \$30,944 - \$40,040 (24 hours per week)

Please send resume and cover letter to Personnel@town.arlington.ma.us, or mail it to Human Resources, Town of Arlington, 730 Massachusetts Avenue, Arlington, MA 02476.

Position will close Monday, October 29, 2012.

Definition

Responsible professional and administrative work serving as the shared Regional Energy Manager for two Massachusetts municipalities: the Town of Arlington and the Town of Bedford. The Energy Manager will divide time between the two municipalities and be responsible for the administrative, technical, and supervisory tasks related to the individual energy policies, practices and projects in each municipality.

Responsibilities and Duties

Administers Green Communities Program grant, including annual reporting to DOER.

Researches, applies for, and manages energy efficiency and renewable energy grant opportunities.

Monitors municipal energy consumption and measures energy savings.

Prepares and presents regular reports on municipal energy use to departments and boards.

Works with municipal building occupants to achieve energy reduction goals.

Works with utility companies to conduct energy audits and implement energy efficiency projects.

Acts as a liaison to municipal staff and community.

Researches energy technology, infrastructure and project opportunities to help municipalities achieve energy reduction and sustainability goals.

Work Environment

Most work is performed in an office environment, occasionally the employee will be required to navigate sometimes difficult field conditions, inspecting HVAC systems, lighting systems in buildings etc.

Required to travel regularly and efficiently between participating communities.

Qualifications

Education and Experience

Bachelors degree or higher from accredited college or university.

Experience or training in the field of Engineering, Public Administration, Environmental Sciences, Environmental Policy/Management, Urban Planning, or a similar field.

A minimum of two years of related professional experience, including development and implementation of energy efficiency and renewable energy programs.

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

Demonstrated ability to work independently, to assume responsibility, to prioritize and resolve problems, to work under pressure in a fast-paced work atmosphere, to coordinate and manage complex projects, to be flexible to accommodate projects for multiple municipalities.

Excellent interpersonal skills, including the ability to maintain effective working relationships with the business and non-profit community, the public, boards and committees, consultants and employees.

Experience in research, policy development and report writing.

High proficiency with Microsoft Word, Excel, Access, PowerPoint; experience with MassEnergy Insight a plus.

Special Knowledge, Skills, and Abilities

Skill in planning, management, and organization

Experience in environmental and energy programs, with knowledge of the latest principles, methods, and techniques of renewable energy and energy efficiency programs.

Knowledge of laws, rules, and regulations regarding energy procurement practices, the Green Communities Act, and other environmental and renewable energy federal, state and local regulations.

Ability to communicate effectively both orally and in writing, to establish positive public relations for the municipalities, and to interact effectively with a wide variety of people.

Other requirements

Massachusetts Drivers License