

Job Title	Energy Efficiency Project Manager, ACE Program
PVN ID	VA-2012-003801
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Full Time
Annual Salary	\$65,504.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	May 12, 2021 (Or Until Filled)

General Description

Through its partnership with the City of New York, CUNY's Building Performance Laboratory is hiring qualified energy management professionals to serve as on-site consultants and fill critical staffing capacity needs at the Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM"). For background, DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps their agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline. For this specific role, on behalf of DEM, CUNY BPL seeks two (2) Project Managers to serve within DEM's Operations Unit. Under the direction of the Director and Program Manager, ACE Program, the Project Managers will assist with the necessary technical review, field verification, auditing, and close-out required for projects, thus ensuring that projects are receiving proper oversight.

Other Duties

Under this assignment, the person's responsibilities may include the following:

- Performing project management for awarded projects.
- Performing site visits to track agencies' design and construction efforts and confirm that projects have been delivered as scoped.
- Performing project close-out activities.
- Ensuring projects' compliance with measurement and verification protocols.
- Providing overall support to the unit and division.

Qualifications

The ideal candidate will bring the following skills and experience to this position:

- A baccalaureate degree in construction management, mechanical engineering, or a related field.
- Experience with energy efficiency retrofit projects.
- Familiarity with technical project management operations, including project planning, scope development, design and construction management, and project close-out.
- Knowledge of and experience with ASHRAE or AEE Procedures for Commercial Buildings Energy Audits.
- Knowledge of energy costs and billing, energy savings calculation methodology, and emissions calculations methodology.
- Strong written and verbal communication skills.
- Proficient computer skills.
- Commitment to customer service and capability to handle multiple responsibilities simultaneously.
- Experience in recovery schedule preparation and analysis.
- Possession of a motor vehicle driver license valid in the State of New York.