

<b>Job Title</b>	Energy Manager, Bureau of Wastewater Treatment
<b>PVN ID</b>	VA-2102-003855
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Building Performance Lab
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$84,468.00 - \$95,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 11, 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") and its agency partners. The Department of Environmental Protection ("DEP") is a critical partner in contributing to the City's efforts to reduce greenhouse gas emissions ("GHG") by 80 percent by 2050 from a 2005 baseline ("80x50"). As part of the Climate Mobilization Act (LL 97 of 2019), the City also recently set new targets to reduce emissions from City government operations by 40 percent by 2025 ("40x25") and by 50 percent by 2030 ("50x30"). For this specific role, CUNY BPL is hiring an Energy Manager, Bureau of Wastewater Treatment to be embedded within DEP's Energy Office. The Energy Manager will report to the Director of the DEP Energy Office and will support DEP's efforts to track overall energy usage and identify energy-saving opportunities in buildings; implement energy-efficient operations and maintenance practices; deliver energy efficiency retrofit projects; influence and advise on city, state, and federal energy and resource recovery policy; and provide energy and resource recovery performance tracking, program assessment, scientific research, emergency planning, and internal auditing services.

## Other Duties

During their assignments, the person's responsibilities may include the following:

- Identify and implement energy and resource recovery research opportunities and projects. Apply for external grants and other program enrollments, including but not limited to energy funding and reliability programs. Report on project progress.
- Support and advise the Bureau throughout procurement, design, and policy-setting in order to influence decision-making processes toward energy and resource efficiency. Share energy and resource recovery best practices. Identify employee candidates for energy and resource recovery trainings.
- Identify energy conservation opportunities and potential energy efficiency projects associated with

wastewater conveyance, treatment processes, building systems, and other equipment. Contribute to project scopes of work and cost estimates. Support measurement and verification efforts.

- Manage the Bureau's Heat, Light, and Power budget, including monthly billing review and annual budget-setting processes. Investigate and correct potential billing errors. Determine and report root causes of changes in energy usage and demand. Coordinate energy utility meter, account, and service requests, inspections, replacements, and interruptions for the Bureau.
- Provide project management assistance, including developing and maintaining project plans and other documents, managing and coordinating project elements, reviewing milestones, and ensuring efficient progress on implementation through consistent monitoring of progress of initiatives and commitments.
- Track and provide energy and resource recovery data needed for reporting and compliance purposes. Prepare, edit, proofread, and present high-quality reports, presentations, articles, meetings, correspondence, documents, reports and other energy and resource recovery communication materials and datasets.
- Assist senior staff in project management responsibilities, including adhering to internal and external timelines; ensuring the completion of high-quality deliverables; and managing budgets.
- Hire and supervise a Bureau Energy Analyst to support the Bureau's energy and resource recovery efforts.
- May also be responsible for one or more discrete projects and be expected to manage the projects to completion.
- Participate in ad hoc projects as they arise.
- Provide overall support for the DEP Energy Office's mission.
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## Qualifications

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

- A master's degree from an accredited college or university with specialization in an appropriate field.
- At least five years of experience in at least one of the following areas: water or wastewater treatment design, design review, design services during construction, or construction management; and/or energy auditing of industrial facilities.
- At least one of the following credentials: Certified Energy Manager (CEM), Certified Building Commissioning Professional (CBCP) or Existing Building Commissioning Professional (EBCP), and/or LEED AP credentials.
- Strong demonstrated quantitative ability; academic courses or work experience related to energy management, performance tracking and analysis, environmental/public health issues, water and wastewater utility operations, or public policy.
- Strong written and verbal communication skills; solid knowledge of Excel, Word, PowerPoint, and Outlook; demonstrated experience of producing high-quality data analysis and reports.
- Strong business and wastewater treatment processes analysis skills, with ability to understand and assess existing processes and identify potential energy and resource efficiency improvements.
- Strong leadership, management, and supervisory skills, and familiarity with the hiring processes and resources within the City of New York.
- Knowledge of New York City/New York State energy and resource recovery policy desirable.
- Knowledge of energy and greenhouse gas emissions accounting in the water and wastewater sectors.
- Proven ability to perform under pressure and tight deadlines.

- Proven time management and prioritization skills.
- Proven written and oral communication skills.
- Proven interpersonal and team skills.

**NYC residency may be required for continued employment**

**Immigration sponsorship is not available**