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<b>Job Title</b>	Project Manager, Capital Project Implementation #3
<b>PVN ID</b>	VA-2301-005358
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	DCAS, Division of Energy Management
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 23, 2023 (Or Until Filled)

## General Description

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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 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 to hire a Project Manager to help

## Other Duties

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

- **Manage the design and construction process for Energy Efficiency Projects:** In close collaboration with contractors and consultants, manages the execution of design and construction for a portfolio of energy-related capital projects. Ensures that projects are completed in a timely, cost-effective manner.

Reviews provide comments and make recommendations on design packages submitted by consultants for proposed energy efficiency projects.

- **Develop energy efficiency project scoping:** Reviews scopes of work for energy efficiency projects, select scopes of work, and work closely with contractors and consultants. Reviews completed Energy Audits and Energy Efficiency Reports (“EERs”) for buildings to help guide project selection and alternatives analysis.
- **Perform technical calculations to verify estimated project energy usage, energy cost, and emissions reductions:** Performs engineering calculations and energy modeling to verify the reasonableness and accuracy of estimated energy usage reductions, energy cost savings, and avoided emissions for proposed energy efficiency projects.
- **Conduct site visits throughout the project implementation process:** Conducts site visits to assess energy usage reduction opportunities at City buildings; refine proposed scopes of work; facilitate consultants’ and contractors’ walk-throughs with agency staff; ensure project compliance with the scope and schedule set forth in contract documents; and performs measurement and verification activities.
- **Liaise with agency partners, consultants, and contractors during capital project implementation:** As designated, represents DEM in meetings with different City agencies, consultants, and contractors involved in energy efficiency project implementation.
- **Perform program data collection, tracking, and reporting:** Performs data collection and tracking required to ensure accurate, on-demand project reporting in a range of areas, including projects’ compliance with schedules, budgets, and scopes; measurement and verification of projects’ energy savings and avoided emissions; and projects’ contributions towards the City’s goals. Maintains relevant DEM project tracking systems.

## Qualifications

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

- A master’s in electrical, mechanical, facilities, or environmental engineering or architecture.
- At least of experience in energy management, energy performance contracting, facilities management, commissioning, or mechanical construction project management.

- Strong understanding of building energy systems, energy efficiency technologies, and clean energy technologies. Experience with the design and construction of energy efficiency or clean energy projects in diverse buildings that vary in age, size, and use. Knowledge of and experience with ASHRAE or AEE Procedures for Commercial Buildings Energy Audits.
- Familiarity with NYC electrical and energy codes.
- Familiarity with energy usage, energy cost savings, and avoided greenhouse gas emissions calculation methodologies.
- High level of productivity: able to meet and even exceed deadlines and handle multiple responsibilities simultaneously
- Professional Engineer qualification strongly encouraged
- Strong written and verbal communication skills and proficient computer skills, including Microsoft applications.

**Special Caveats:**

- NYC residency may be required for continued employment.
- Immigration sponsorship is not available under this program.
- Must be vaccinated.
- Must be prepared to be on-site.