

<b>Job Title</b>	Senior Project Manager, Clean Energy Operations
<b>PVN ID</b>	VA-2507-006935
<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>	\$85,000.00 - \$100,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 28, 2025 (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 a Fiscal Year 2006 baseline. To meet these goals, DEM is committed to collaborating very closely with agency partners to help them achieve major emissions reductions in their buildings.

For this specific role, on behalf of DEM, CUNY BPL seeks a Senior Project Manager of Clean Energy Operations who will work within DEM's Clean Energy and Innovation Unit, under the guidance of the Senior Program Manager of Clean Energy Operations, but in extremely close coordination with DEM's other units.

This is a hybrid position working on-site 3 days a week at 1 Centre St, New York, NY 10007. NYC residency may be required for continued employment. Immigration sponsorship is not available through this program.

## Other Duties

The Senior Project Manager of Clean Energy Operations will be charged with responsibilities including, but not limited to, the following:

- **Perform Project Management:** Manage the operations and maintenance of multiple solar PV and battery storage installations. Engage with vendors to provide site access, manage, and review the

delivery of O&M assessments, review of scope of work and performance estimates to ensure the project can be successful before work begins. Facilitate and manage all regulatory approvals, as necessary, including but not limited to tracking of soft costs, engaging with regulatory bodies, and troubleshooting procedural challenges to ensure efficient delivery of pre-planning milestones. Track project status and conduct site inspections to ensure contractors adhere to project scope. Hold regular check-ins and status updates with partner agencies and contractors. Coordinate project and task closeout review, including but not limited to settling any discrepancies between the original plan and the delivered services and final invoicing of the projects.

- **Perform Asset Management:** Ensure that the City's portfolio of solar systems, perform as expected throughout their entire lifespan. Acquire metered data from each solar installation, conduct analyses to ensure anticipated capacity is generated, identify any discrepancies; initiate any O&M discovery tasks and develop scope of work to ensure the systems are operating as designed.
- **Support Operations and Maintenance:** Partner with agency staff to deliver training, tools and best practices to support preventative and timely maintenance of systems. Lead the development of maintenance and repair contracts for City-owned projects.
- **Perform Data Analysis:** Conduct analyses at both a project and program level. Complete performance analyses, including M&V, audit results, and other performance data to ensure anticipated generation capacity and emissions reductions are achieved. Develop and manage internal DEM metrics and generation estimates via industry-accepted Solar PV modeling Software such as Helioscope. Analyze aggregated project data to report on the asset's performance.

## Qualifications

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### Minimum Qualifications:

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

1. Eight years of full-time experience in construction, repair, alteration and/or rehabilitation of multiple dwellings, commercial, industrial or public buildings in the capacity of general contractor, superintendent of construction, procurement specialist, evaluator responsible for cost estimation, or as a field supervisor or as an inspector, at least 18 months of which must have been in a supervisory or administrative capacity involving responsibility for a large number of buildings; or
2. Education and/or experience which is equivalent to "1" above. Education in an accredited college leading toward a baccalaureate degree in engineering, architecture, engineering technology or a closely related field will be accepted on a year-for-year basis up to a maximum of four years. However, all candidates must possess at least 18 months of the specialized supervisory or administrative experience described in "1" above.

### Preferred Skills

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

- Project management skills and experience
- Heavy experience with field visits and presence monitoring and tracking project progress and performance
- Experience working in or for public sector a plus
- Ability to coordinate multiple workflows simultaneously

- Comfort working in a highly technical and fast paced environment
- Ability to read and interpret project drawings and specifications specifically, electrical, structural, and architectural
- Experience in the development, installation, and operation of solar PV projects including reviewing as-built solar PV system designs
- Excellent relationship management and customer service skills
- Subcontractor/vendor management experience
- Strong written and verbal communication skills. Report writing and editing, conducting meetings with various stakeholders
- Advanced Microsoft Excel skills. Specifically, with large data sets and manipulation
- Tracking of key performance indicators and the ability to quickly develop summaries and projections of past, current and future performance and installation metrics and milestones
- Experience with solar PV data acquisition and performance tracking systems, including database applications, communication protocols, and other applicable information technologies