Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

**Job title**  
Energy Program Manager

**GENERAL PURPOSE**

Under direction, plans, organizes, manages, and coordinates energy management programs and strategies; monitors, advises, and participates in legislative and regulatory processes; formulates positions on energy-related matters affecting the District while engaging key stakeholders, industry associations, energy utilities, and policy makers in guiding outcomes; analyzes data to identify efficiency and cost control measures in order to prepare energy budgets and forecasts; manages applications for funding opportunities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for guiding, developing, implementing, and managing the District's energy management programs. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities with respect to the District’s energy program. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies and will act as the District’s primary representative with energy-serving utilities. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. May lead or perform special project assignments and/or management in other departmental areas as directed.

**TYPICAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans and coordinates the development of energy management policies and projects in accordance with strategic plans and direction.
Monitors, reports, and actively participates in energy-related legislation and regulatory proceedings and developments.

Serves as the District’s liaison with energy-serving utilities and maintains effective working relationships supporting organizational operations and initiatives.

Reviews and approves expenditures and works closely with energy-serving utilities and marketers to analyze rates, manage costs, and optimize savings and program objectives, and to establish savings targets and benchmarks.

Interprets and communicates utility rules and requirements to internal departments and works with energy-serving utilities to remove obstacles, avoid delays, and advance District objectives.

Serves as the District’s lead in pursing and managing programs for local, state, and federal energy-related funding and incentives.

Researches and remains current with new and innovative technologies and trends within the energy and water/wastewater industries and makes appropriate recommendations.

Evaluates historic and current energy consumption and forecasts the effects of utility rates and changes in legislative and regulatory conditions to project future energy costs.

Provides input and assistance on energy budget preparation and monitors and reports consumption and expenditures.

Develops data and responds to requests for information supporting energy-related studies, assessments, and project requirements.

Advises, trains, and informs departments and staff on energy management strategies and programs, conservation methods, and field or facility design improvements.

Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.

Performs related duties as assigned.

**REQUIRED QUALIFICATIONS**

Knowledge of:

- Electric and natural gas utility rules, rates, organizational processes, and structures.
- Legislative and regulatory processes and governance for the supply of energy in the state of California.
- Energy procurement strategies.
- Leadership principles and practices.
- Analytical tools and techniques.
Energy management practices and strategies.
Program or project management tools, strategies, and techniques.
Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
Local (utility), state, and federal energy-related incentive and funding programs.
Technologies, processes, and trends within both the energy and water/wastewater industries.
District and mandated safety rules, regulations, and protocols.
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

Manage comprehensive energy procurement and funding programs.
Monitor and evaluate legislative proceedings and changes and provide sound conclusions and recommendations.
Prepare and present clear and accurate reports, findings, and recommendations.
Analyze complex energy data and information to solve problems and implement change.
Understand and interpret plans, specifications, and designs.
Provide administrative, management, and professional leadership for the energy program.
Source and pursue funding and incentive opportunities.
Prepare forecasts of energy costs and potential savings.
Prepare, administer, and monitor assigned budget.
Maintain sensitive and confidential information.
Administer agreements and contracts.
Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Experience:**

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Five (5) years of progressively responsible energy management experience.

**Education:**

- Equivalent to a bachelor’s degree from an accredited college or university with major coursework in business or public administration, electrical engineering, or a related field.

**Licenses/Certifications:**

- A valid California driver’s license and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas, walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

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<th>Approved by:</th>
<th>Board of Directors</th>
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<td>Date adopted:</td>
<td>October 2, 2019</td>
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<td>Date modified:</td>
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<td>FLSA determination:</td>
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**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Energy Program Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print): ___________________________ Date: ___________

*Employee Number: ___________________________

*Employee Signature: ___________________________