

## JOB DESCRIPTION

<b>Department:</b>	Mayor's Office of Sustainability
<b>Title:</b>	Energy Conservation Coordinator
<b>Type:</b>	Exempt full-time, must establish residency in the City of Philadelphia within 6 months of appointment
<b>Salary:</b>	Commensurate with experience and education
<b>Contact:</b>	mos@phila.gov

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The position reports to the Director of Sustainability and works closely with all departments, in close coordination with the Municipal Energy Office, Public Property, and Capital Programs.

To advance Target 1 in *Greenworks* – a 30% reduction in municipal energy use by the Year 2015 – the City of Philadelphia is transitioning departments to targeted energy budgets. Each department will be responsible for a 5% reduction in their energy use in FY10, increasing to a 10% reduction in FY11. In support of this initiative, the Energy Conservation Coordinator will help departments monitor and analyze their energy use and make procurement and facilities management decisions. The Energy Conservation Coordinator will educate City employees on methods to decrease energy consumption, and design and implement programs to reach energy reduction targets.

### Primary Responsibilities:

- Work with the Office of Sustainability (MOS) and the Municipal Energy Office to develop an aggressive energy conservation program
- Assist with the transition to a new utility bill management database and serve as a prime manager of the database, training facilities managers and department heads on using the database
- Gather and analyze departmental and facility energy data and track changes over time
- Manage utility bill auditing process
- Create and distribute internal monthly reports and organize data for posting to Web-site
- Serve as a liaison and offer direct support to departments in achieving their energy budgets
- Work with departments to identify and propose cost effective energy efficiency improvements
- Identify and pursue funding opportunities, as applicable
- Assist Public Property, as needed, in reviewing City facilities– both new building construction, as well as renovations and retrofits – and make recommendations for maximizing energy efficiency
- Develop long-range plans for implementing innovations
- Work with MOS and consulting communications firm to develop and implement a dynamic employee education campaign and programs to engage the workforce in the initiative

### Training and Experience

- Undergraduate degree, with a minimum of five years of related work experience
- Knowledge of new and emerging trends in the area of energy efficiency
- Experience with energy audits and energy modeling
- Strong organizational, communication, and interpersonal skills
- Strong proficiency in Microsoft Word and Excel, as well as with utility/energy data systems
- The following qualifications are desirable but not required: graduate-level and/or engineering degree, experience with managing an energy conservation program, professional experience with energy systems and/or a background in facilities management, LEED AP certification