



DEPT OF CITYWIDE ADMIN SVCS  
Job Posting Notice

Job ID: 187897 # of Positions: 1  
Business Title: Energy Manager  
Civil Service Title: ADMINISTRATIVE STAFF ANALYST (  
Title Code No: 10026 Level: M4  
Job Category: Maintenance & Operations  
Career Level: Manager  
Proposed Salary Range: \$ 85,000.00 - \$ 99,500.00 (Annual)  
Work Location: 1 Centre St., N.Y.  
Division/Work Unit: Asset Mgmt/Building Services

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#### Job Description

The Energy Manager will have overall responsibility for the development and management of Agency's energy management program that will assist the City to achieve its energy and greenhouse gas emissions reduction goal of 30 percent by 2017.

The Energy Manager will coordinate with DCAS Energy Management (DEM) to reduce energy and greenhouse gas emissions through improved operations and maintenance (O&M) practices at each department facility.

The Energy Manager will work with DCAS, Agency management, Energy Liaison Officer (ELO) and individual facilities to compile and analyze data for program development and performance measurements.

#### Specific duties include:

1. Set goals, develop measurement metrics, track progress and recommend areas of improvement for energy efficient operation and energy reduction.
2. Develops and oversees an agency-wide energy management program in coordination with the Department of Citywide Administrative Services (DCAS) of Energy Management (DEM). The program should cover a wide variety of areas including operations improvement, preventative maintenance procedures and information management
3. Develops and implements citywide procedures to ensure agency specific fiscal accountability for energy consumption.
  - a. Develops and implements monthly agency-wide energy information distribution and accountability processes and protocols (positive feedback required at negative thresholds).
  - b. Oversees the computation and monthly billing of energy consumption citywide for agency.
  - c. Ensures efficient energy consumption by directing energy audits, including site inspections.

4. Directs energy conservation research, including the study of new technologies, products and equipment. Participates with corporate and industry groups in developing new materials and equipment to conserve energy.
  - a. Initiates test procedures to evaluate the effectiveness and cost-efficiency of energy conservation equipment.
  - b. Studies the feasibility of installing/applying such devices and systems to facilities.
  - c. Collaborates to implement and evaluate various new technology pilot programs that involve in-house trades (where possible) to ensure practical feasibility and continuity.
  - d. Identifies and catalogs existing agency assets.
  - e. Works with Agency procurement staff to ensure equipment and accessories are energy compliant and non-redundant (where applicable). Additionally, works to minimize proprietary (sole source) equipment and technology (where applicable).
5. Analyze energy bills including utility rates and tariffs to gather historical energy usage data using EC3 and work closely with DEM to correct any incorrect account information and estimated billings. Provide monthly reports on energy trends that identify opportunities and anomalies.
6. Recommend energy efficiency measures that will reduce energy consumption and greenhouse gas emissions for funding by DEM. Track all expenditures and submit invoices to DEM on a monthly basis.

#### Minimum Qual Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

#### Preferred Skills

At least five years of experience in facility operations and maintenance, energy management or mechanical systems construction.

Bachelor's degree in mechanical engineering, engineering technology, or related field with emphasis on facilities management.

Knowledge of Lighting and Temperature Control Systems, Building Automation Systems, HVAC equipment, electrical distribution systems and energy management program development.

Ability to manage budget and personnel.

Strong organizational, communication, and interpersonal skills.

Certified Energy Manager preferred.

Experience with training preferred

To Apply

Please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs) or [www.nyc.gov/ess](http://www.nyc.gov/ess) for current NYC employees and search for Job ID#: 187897

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

#### Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 04/28/2015

POST UNTIL: 05/28/2015

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