



## **Job Description**

### **Energy Efficiency Program Manager**

#### **Summary**

Under direction of the Director of Energy Efficiency, the Energy Efficiency Program Manager manages the development, implementation and coordination of assigned energy efficiency programs, contracts, and budgets and the technical aspects of the energy efficiency program for Marin Clean Energy. The Energy Efficiency Program Manager will assist the Director of Energy Efficiency in the implementation of energy efficiency programs tailored to residential, commercial and/or municipal electricity customers. The incumbent ensures that the MCE Energy Efficiency programs achieve strategic objectives and priorities while interfacing with other partner agencies and stakeholder groups, managing activities of sub-contractors, interacting with the other MCE departments, the MCE Board of Directors and its committees, and a wide range of customer groups, and other related tasks as assigned.

The position requires knowledge of energy efficiency technologies, data collection and management, basic understanding of the construction trade and green building techniques, and integrated demand side management. It may require the ability to use metrics to validate energy efficiency impacts. Technical experience with California ratepayer funded energy efficiency programs is preferred, and experience with Advanced Metering Infrastructure (AMI) technology and/or electric vehicle infrastructure is desirable.

#### **Class Characteristics**

The Energy Efficiency Program Manager performs assignments under the direction of the Director of Energy Efficiency in energy efficiency and other demand side management programs to provide high quality electric services to MCE customers and works in close collaboration with the other team members across the agency. Incumbents in this job class manage and evaluate energy efficiency programs through engagement with customer groups including building owners and managers on MCE's behalf in the implementation and

measurement of energy savings projects that conform to the requirements of the Energy Efficiency Program Plan and related benchmarks. The Energy Efficiency Program Manager oversees the work of sub-contractors and may negotiate sub-contractor agreements. This position performs the highest level of data collection and analysis within the Energy Efficiency Program, including fiscal analysis, benchmarking of customer service and opinions, success rates of current programs, and forecasting future needs. The Energy Efficiency Program Manager position is differentiated from the Energy Efficiency Specialist positions due to its higher level of autonomy and management responsibilities, in particular in contracts and budget areas as well as data analysis.

### **Supervisory Responsibilities**

There may be some lead worker responsibilities as well as supervision of staff for this position.

### **Essential Duties and Responsibilities (Illustrative Only)**

Depending upon level and assignment, incumbents may perform some or all of the following:

- Designs energy efficiency and other demand-side management programs including developing metrics to gauge program success
- Manages and implements energy efficiency or other demand-side management programs.
- Supervises the formulation and implementation of program policies and procedures.
- Maintains an understanding of industry trends and innovations around energy efficiency and demand-side management programs and incorporates new ideas when appropriate.
- Tracks program metrics to understand program performance, including customer satisfaction and makes recommendations for program improvements.
- Interprets industry reports on energy efficiency technologies including emerging technologies and pricing and sales of existing technologies. Communicates important findings to Director of Energy Efficiency.
- Develops high-quality written material to communicate program objectives and outcomes, and to interface with stakeholders, partners, the media and the public.
- Makes verbal presentations to stakeholders on program elements and outcomes.
- Maintains professional and productive relationships with relevant, local industry groups and community organizations.
- Assists in the development and administration of a fiscally responsible department budget.

- Ensures that work in assigned areas complies with MCE policies, practices and procedures as well as operational standards.
- May negotiate and draft contracts for review by the Director of Energy Efficiency, the Chief Executive Officer and the Board of Directors.

### **Experience/Education**

Any combination of education and experience that would provide the knowledge and skills required to perform the duties of the position. Typically, a Bachelor's Degree in business administration, public administration, engineering, environmental science, green building, planning, or a closely related field, and at least five (5) years of progressively responsible experience at an electric utility, local government agency or private company that provides energy efficiency program services. Management experience in the coordination and implementation of energy efficiency programs and experience in negotiating contracts are desirable. A Master's degree in a related field may be substituted for up to two (2) years of experience.

### **Knowledge of:**

- Goals and mission of Marin Clean Energy and Community Choice Aggregation programs and state and federal energy regulations.
- Energy efficiency conservation strategies including energy efficient building construction, demand response, distributed generation, Advanced Metering Infrastructure (AMI) technology, and electric vehicle infrastructure.
- Utility or municipal energy efficiency programs.
- Principles and practices of project management in green building or energy efficiency.
- Budget development and administration and techniques and methods of financial evaluation.
- Energy management applications and programs, business and decision making processes.
- Technical understanding of industry best practices.
- Microsoft Office Suite software including Excel, Word and PowerPoint programs and Adobe Acrobat.
- Analytical tools to collect, tabulate, and analyze data related to energy efficiency.
- Economic principles of ratepayer funded energy efficiency programs, grant funding and RFP requests.
- The construction trade, local government permitting process, and regulatory bodies in California.
- Principles and practices of lead worker and supervisory best practices.

- Database construction and management, proficiency with Navicat and SQL server technology and analytical tools including E3 calculator and the DEER Database are desirable.

### **Ability to**

- Develop innovative and practical solutions to energy efficiency issues within service areas.
- Develop and administer budgets.
- Develop and implement new and revised policies and procedures to provide effective operation in assigned areas.
- Negotiate and/or process contracts and related documents.
- Apply energy conservation principles and practices within an energy program.
- Interface with customers, subcontractors, as well as MCE Staff and Board Members to produce measurable energy efficiency results.
- Critically evaluate proposals, programs and policies and analyze data to evaluate program success.
- Use metrics to validate energy efficiency impacts including E3 calculations, DEER, and other standard industry tools
- Develop and implement trainings and workshops.
- Provide technical assistance on energy efficiency to customers and to government affiliates.
- Draft proposals for grant funding and other program revenue opportunities.
- Research and recommend measures or strategies for inclusion into the energy efficiency program.
- Understand financial incentives and recommend incentive design.
- Make presentations as required at MCE Board of Directors and committee meetings and other public and community meetings.
- Prepare written material that is clear, succinct, and error-free.
- Communicate effectively both verbally and in written form.
- Establish and maintain effective working relationships with persons encountered in the performance of duties.
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced dynamic environment.
- Take responsibility and work independently, as well as participate in team efforts.
- Be thorough and detail-oriented.
- Work accurately and swiftly under pressure.
- Demonstrate patience, tact, and courtesy.

### **Language and Reasoning Skills**

- Exercise sound judgment, creative problem solving, and commercial awareness.
- Develop high-quality writing, research and communication work products.
- Deliver clear oral and written communication.
- Interact professionally and effectively with customers, commercial partners, MCE staff team and Board of Directors.
- Apply strong analytical and problem-solving skills.
- Manage projects and time efficiently.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Depending upon the assignment, may need the ability to design and perform statistical tests and draw conclusions from the results.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 20 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **ADA Compliance**

MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.