

Energy / Sustainability Coordinator

Department: Planning and Community Development

Division: N/A

Appointing Authority: Mayor

Grade: NA

Revision Date: 8/10

Bargaining Unit: NR

Definition:

Performs highly skilled, responsible, routine or complex administration and coordination work to identify, develop, implement, and manage innovative and effective programs and policies to achieve a high level of energy and resource sustainability for municipal, commercial, and residential sectors; all other related work that is logical to the position as required.

Supervision:

Receives general direction from the Director of Planning and Development, or designee, following city rules, regulations and policies; requires the ability to plan and perform operations; to independently complete assigned tasks according to a prescribed time schedule.

No supervisory duties.

Environment:

Minimal physical effort required in performing duties under typical busy office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate.

Performs varied and highly responsible duties and functions requiring independent initiative and judgment to ensure compliance with applicable laws, rules, regulations, and city policies, procedures and methods.

Has access to or control of city-wide records which may be subject to non-disclosure or limited disclosure pursuant to statutory or departmental prescript, including bid proposals.

Makes constant contacts with the general public; other city departments, officials, boards and committees; employees; state and federal officials or agencies, outside organizations, vendors, contractors; and other business, legal and civic leaders.

Errors in judgment, duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, legal or financial repercussions, waste of public funds, and lower standards of service for the town.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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 the position.)

Within established guidelines and objectives, provides staff support to municipal personnel, elected officials, members of the Greenfield Energy Committee, representatives of the Franklin Regional Council of Governments, and others as required.

Responsible for implementing municipal and community wide projects and initiatives; for monitoring, measuring and reporting on programs and performances, including but not limited to:

Developing and implementing strategies and favorable regulations that reduce barriers for increasing the percentage of renewable energy usage community wide; Supporting the Franklin Regional Council of Government's energy efficiency and conservation programs by researching and promoting local renewable energy generation opportunities; Guiding the Town's expenditures for Massachusetts Clean Energy Choice funds.

Seeking grants, rebates, incentives, bonding initiatives, and savings-reinvestment opportunities that support and expand the Town's sustainability programs while providing positive economic development; Guiding the Town's expenditures for Massachusetts Clean Energy Choice funds.

Managing energy use in municipal facilities; Developing and implementing "best practices guidelines" that promote high performance / efficiency strategies in new construction and building retrofit in all sectors. Assisting in the development and implementation of the Town's Climate Protection Action Plan; Promoting greenhouse gas reduction goals in the municipal, commercial, and residential sectors to provide economic benefits and to significantly reduce the community's dependency on fossil fuels.

Partnering with others to promote events, workshops, websites, and tours to increase community wide energy literacy; Promoting Clean Energy Choice, efficiency retrofits and other "Negawatt" initiatives.

Supporting interdepartmental staff and teams to reduce GHG emissions from Town operations (e.g., working with the planning and building departments to promote the state energy code and low-impact or zero impact development related to energy resources, storm water management, etc.).

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in environmental science, urban/regional planning, administration, management, or closely related field preferred.

Two (2) years direct experience, preferably in a municipal setting, implementing energy management, environmental climate change, or sustainability programs; or at least three (3) years of commensurate experience in a related field. Experience in dealing with the public strongly preferred; Computer experience including general office software applications, spreadsheets and database management required; or any equivalent combination of education and experience that enables performance of all aspects of the position.

Knowledge, Ability and Skill: Must possess a high level of interpersonal skills to handle situations or information with considerable knowledge of the rules, regulations, procedures and functions of the office and to represent the Town in a broad array of constituency groups. Knowledge of the Greenfield community preferred. Position continually requires tact, diplomacy and the ability to interact in a positive and effective manner with a wide variety of individuals, including the general public, employees, city, state and federal leaders or personnel; vendors and individuals at all levels of authority. Strong administrative, organizational,

communication skills in a multi-task environment; Ability to plan, delegate, and work independently. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to perform projects and assignments on the basis of general outlines or directions without specific instructions as to details, and to perform continuing assignments independently. Ability to prepare routine correspondence, reports and analyses and to communicate effectively orally and in writing; ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail; ability to meet deadlines and work effectively in pressure situations in a multi-task environment.

Comprehensive knowledge of principals and techniques of energy and sustainability. Knowledge of legal and procedural operations in a municipal setting including procurement requirements. Ability to understand and prepare documents efficiently and accurately; comprehend and make inferences from written material; learn job-related material primarily through oral instruction and observation.

Performs varied and responsible duties requiring a thorough knowledge of city operations and the exercise of judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

Physical Requirements:

Frequent sitting, talking, hearing and mental concentration for prolonged periods required; frequent use of hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms in operating/using various office equipment; occasionally required to lift or move records or objects of up to 15 pounds; specific vision requirements include close vision for extended periods of time at computer monitor, and ability to adjust focus, color vision and depth perception. Must be able to communicate verbally and in writing and be understood clearly; ability to operate a personal computer or other keyboard device utilizing a windows environment and to operate a keyboard and standard office equipment at efficient speed.

Special Requirements: Must have valid license to operate a motor vehicle.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Human Resources Director

Date

Revision History: Initial 8.10

Mayor

Department Head