CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Climate and Energy Manager** **UNION:E-Plan**
SG:E2-9
DEPARTMENT: **Executive** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

The Climate and Energy Manager provides leadership directing and coordinating implementation of the City's Climate Action Plan and energy and sustainability programs across all City departments and the community. Develops strategic partnerships to meet the carbon emissions reduction goals of the Climate Action Plan, energy conservation programs, sustainability initiatives and associated education and outreach programs. Serves as a City-wide resource for emissions reduction and sustainability efforts. Responsibilities include program development, implementation and reporting. Uses technical software to model, monitor and evaluate progress towards meeting goals. Serves as staff liaison to both internal and external community partner organizations. Reports on compliance with state and federal laws and regulations.

SUPERVISORY RELATIONSHIPS:

Reports to the Public Works Assistant Director, Natural Resources Division. Works under general supervision and the guidance of City and Departmental policies and procedures. Works closely with the Natural Resources Policy Manager. Maintains close working relationships with staff throughout Public Works and in other City departments. May supervise other staff and provide daily direction to lower level employees, interns, volunteers, extra labor or temporary employees as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Directs, develops, plans, organizes, and implements the City's Climate Action Program, including the Climate Action Plan, emissions reductions and renewable energy supply, climate adaption planning, data collection and modeling efforts, and other environmental sustainability initiatives. Responsible for overall program strategy, evaluation, budget preparation and monitoring, cost-estimating and problem-solving. Responds and adapts to changing program priorities and goals as set by Council and the Mayor's Office.

2. Measures and tracks metrics for success; uses technical software to conduct and analyze greenhouse gas emissions inventories, and model, monitor and evaluate the City's progress towards meeting Climate Action goals. Implements program revisions and updates based on the effectiveness of current program elements.

3. Facilitates implementation of the Climate Action Plan and sustainability goals and measures across all city departments. Meets with department leadership across the City, researches strategies and recommends changes to departments, helps problem-solve implementation issues, and tracks progress towards goals. Coordinates with City departments to evaluate, develop and strengthen departmental and city-wide policies,

procedures and regulations in support of the Climate Action Plan and other program goals.

4. Conducts research, analyzes information and data, and synthesizes research findings into high quality work products, including informative summaries, fact sheets, presentations, and reports. Distills and translates complex information into clear, compelling materials for diverse audiences. Performs research and analysis of emission reduction measures to inform program implementation efforts. Conducts greenhouse emissions assessments using industry standard software for municipal and community emissions.

5. Works closely with Education and Outreach staff to plan and develop education programs to promote implementation of Climate Action Plan measures and other sustainability initiatives including public awareness and behavior change programs.

6. Develops and manages contracts and interlocal agreements to implement Climate Action Plan measures as needed.

7. Develops, writes, and administers grant applications in support of the City's climate and energy programs.

8. Serves as the City's climate and energy programs liaison to outside entities including jurisdictions, agencies, contractors and non-governmental partners. Develops strategic partnerships within the community to facilitate and expand emissions reduction and energy conservation efforts in support of the Climate Action Plan.

9. Monitors federal, state and/or local regulations and guidance and recommends actions to achieve compliance with climate and energy policies and practices.

ADDITIONAL WORK PERFORMED:

1. Acts in accordance with City-wide departmental goals and work programs.

2. Performs other work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Current trends, practices, technology, and information affecting the climate and energy fields.
- Extensive knowledge and understanding of multiple City department's roles and responsibilities specifically related to energy/resource conservation including knowledge of comprehensive and technical plans and work programs which are interconnected to the multifaceted program.
- Current principles, practices, strategies and techniques related to energy conservation, specifically which is derived from fossil fuel sources.
- Federal, state and local energy and climate change codes, regulations, and policies.
- Demonstrated understanding of climate change issues, including greenhouse gas inventories and strategies for reducing greenhouse gas emissions.

Skill in:

- Excellent interpersonal skills and ability to handle challenging situations with tact and sensitivity.
- Excellent organizational and documentation skills, with great attention to detail.
- Excellent project management skills, including skill in planning, organizing, evaluating and analyzing problems and implementing plans and programs and resolving issues.
- Excellent oral and written communications skills.

Ability to:

- Work independently, with minimal guidance, as well as an ability to work effectively in a team.
- Demonstrated ability to manage multiple tasks or projects, balance competing demands, set priorities, and meet deadlines.
- Communicate complex information clearly using simple, commonly accepted language. Ability to make effective, polished public presentations.
- Make effective and appropriate decision based on available date. Ability to maintain profession functions of position in changing and uncertain organizational conditions.
- Envision, develop, write and administer grant applications in support of the City's Climate Action Plan.
- Proficiency in using software applications such as spreadsheet, database management, presentation and word processing programs.
- Use tact, discretion, persuasion, diplomacy, respect and courtesy to gain the cooperation and commitment of others; facilitate groups; and to establish and maintain effective working relationships and rapport with departments, officials, the media, representatives of other groups, agencies, entities or businesses, and diverse members of the public.
- Organize, prioritize and coordinate work projects, plans and assignments while maintaining a high degree of accuracy and attention to detail.
- Research, collect, analyze, organize, synthesize and present a variety of research data accurately and clearly in written or graphic form including computer-generated products.
- Remain flexible while working in a multi-task environment, easily adapt to shifting priorities, maintain an objective perspective, set and achieve goals, and adapt to new and changing technology.
- Read, understand, interpret and apply appropriately terminology, instructions, policies, procedures, legal requirements and regulations pertinent to energy/resource conservation programs.
- Work independently or cooperatively as a member of a team.
- Maintain consistent and punctual attendance.
- Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Traverse uneven terrain;
  - Ascend ladders;
  - Crawl into tight spaces;
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Move between work sites.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Requires field work including working outdoors in all weather conditions and working around industrial equipment with moving parts. May also require occasional travel. Required to attend meetings or perform duties outside of normal office hours.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Environmental Science, Environmental Policy, Environmental Management, Energy Studies or related field; and
- Four (4) years of progressively responsible experience, including program management, in emissions reductions programs or related field.
- Requires knowledge of emission reduction strategies and practices.
- Master's degree in a related field is preferred.
- Knowledge of common functions and issues in city government is preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY:
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REVIEWED BY: _____
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