

Municipal Energy Program Supervisor

(Temporary Fulltime 24 months)

POSITION SUMMARY: Reporting to the Director of Infrastructure Services and collaborating closely with the Manager of Facilities, this role focuses on reviewing and optimizing the facilities energy management to identify cost-saving opportunities. The position is responsible for developing cost-effective plans and implementing new energy programs or initiatives.

The ideal candidate will possess a strong attention to detail, exceptional accuracy, and advanced technical skills relevant to energy management, including knowledge of facilities components and energy-related terminology. Comfort with working in various locations throughout the day and presenting to key stakeholders and council is essential. The position is based in the Town Hall building.

Responsibilities include, but are not limited to:

- Manage and track energy-saving projects with meticulous diligence.
- Analyze energy performance using monitoring equipment and statistical analysis.
- Develop overall continuous improvement or energy management plans.
- Collect, organize, and analyze energy data to identify opportunities for improvement.
- Identify, prioritize, and implement energy-saving projects.
- Motivate and coach facility management personnel and teams on energy efficiency best practices.
- Author technical reports for both technical and non-technical audiences.
- Coordinate internally and externally with a broad group of stakeholders to ensure alignment and delivery of program requirements and goals.
- Communicate effectively through written documents, presentations, and oral communication.
- Manage projects to deliver on time and within budget.
- Perform financial, operational, and environmental analysis of energy-related projects.
- Collaborate with team members and provide and receive direction.
- Work independently, taking initiative and completing tasks without constant oversight.
- Use MS Office Suite for reporting purposes.
- Tailor approaches to align with municipal priorities and values to create positive change.
- Utilize experience and familiarity with energy modeling software.

EDUCATION AND EXPERIENCE

- Pursuing or completion of a bachelor's degree or higher in Environmental Science, Engineering, or a related field with a technical focus on climate change and/or energy management.
- 1-5 years of experience in mechanical, electrical, chemical, commercial, industrial, energy efficiency, project management (with an energy focus), facility engineering, or a related field.
- Strong analytical skills to analyze energy performance data and identify improvement opportunities.
- Proficiency in energy modeling software and ability to use it effectively (e.g., RETScreen, GRITS, Energy Star Portfolio Manager).
- Excellent project management skills, with the ability to manage multiple projects simultaneously and deliver results on time and within budget.
- Effective communication skills, both written and verbal, with the ability to communicate effectively with technical and non-technical stakeholders.
- Ability to work independently and collaboratively in a team environment.
- Strong critical thinking skills to address complex energy management issues.
- Professional certifications such as Professional Engineer (P.Eng.), Certified Energy Manager (CEM), Certified Practitioner in Energy Management Systems (CP EnMS), or similar certification is considered an asset.

Employment Category: Temporary Full-Time

Hours per Week: 37.5 hours – Monday to Friday

Pay Scale: \$76,527 - \$100,974

Benefits: As per the Town's HR Policy

Please submit your cover letter and resume via the [CAREERS](#) section on our website on or before end of day Friday, February 21, 2025.

The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada are welcome to apply.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. If you require support in applying for this position, please contact us directly via email or phone call.