

JOB DESCRIPTION

Program Manager for a State Energy Performance Contracting Program



The Energy Services Coalition offers a collection of documents that represent Best Practices for state energy offices (SEOs) to launch and administer programs to increase energy efficiency through energy performance contracting. The documents draw from successful programs in various states and are continually updated to incorporate the latest strategies. They can be easily customized to meet the needs of any SEO or similar government department.

DESCRIPTION – Job Description for Program Manager for State Energy Performance Contracting Program

This includes a brief job announcement and a detailed listing of potential tasks to carry-out a successful program, including management tasks as well as outreach and client services tasks.

A state energy office (SEO) will likely want to hire a program manager to develop and oversee a performance contracting program.

States that had success with program managers dedicated to performance contracting programs: WA, CO, KS, WY and many others.

It is possible for an SEO to offset program costs. A funding mechanism can be built-in to the program so that fees are collected to support overall program costs. The program could be self-funding within 3 years. The fee-based approach to fund programs has been used successfully in KS, WA, and federal government's DOE Federal Energy Management Program.

This is a model document only and does not attempt to identify or address all circumstances or conditions you may encounter or desire. Consult with your legal counsel and procurement staff to adapt it to meet your needs.

JOB ANNOUNCEMENT

Name of State Energy Office
Address & Contact Information

Job Title:
PROGRAM MANAGER - PERFORMANCE CONTRACTING IN
COMMERCIAL/INSTITUTIONAL BUILDINGS

Overview/Advertisement: The State Energy Office seeks a technical professional to develop and manage a government program to promote performance contracting for commercial/institutional buildings throughout the state, to provide technical support to help individual building owners implement performance contracting projects, and to develop a partnership with the local energy service company (ESCO) industry to implement projects. Desired experience includes program management/administration capability and a working knowledge of performance contracting applications in commercial/institutional buildings (understanding/experience of performance contracting includes related procurement/contracting processes, financing approaches, technologies to improve energy efficiency, auditing practices, commissioning approach, monitoring and verification approaches, and project management). Employment experience with an ESCO is highly desired. Over 5 years of experience in management or performance contracting, familiarity with energy-efficiency in buildings, and a degree in energy engineering preferred. Added expertise in any of the following a plus: team leadership, program management, public speaking, data management, solar/wind/biomass applications, energy auditing, facilities/energy management, performance contracting, LEED, commissioning, government decision-making practices, financing, writing. Self-starter, independent worker, creative thinker, and good administrator needed. Full-time position, downtown city location, flexible schedule and place, \$ to \$ annual salary.

General Information: Full-time position, state government benefits, downtown city location, flexible schedule.

Salary Range: Personnel Salary Category Listing; \$ to \$ starting year.

Academic Background: 4-year college degree or higher preferred. Preferred degree in energy engineering, buildings-related field (engineering, architecture, project management), business, or energy/environment.

Required Experience/Capabilities: Five years or more experience in management or technical sales. Experience/knowledge of energy-efficient technologies and implementation strategies to retrofit existing buildings and design new buildings; Management skills to manage independent consultants or staff; Program management capability – strategic planning, program trouble-shooting, program design/development, marketing planning. Skills in public speaking, writing, data management, spreadsheet/word-processing programs.

Other Experience Desired (any combination): Prior employment in ESCO industry; Conducting or reviewing energy audits to assess cost and savings of energy-saving measures; Knowledge of financing mechanisms; Familiarity with government procurement/contracting practices or decision-making practices; Professional involvement with state or local governments or non-profits; Expertise in LEED tools, performance contracting, energy management, sustainability; Knowledge of solar, wind or biomass applications/design/assessment, or water efficiency strategies; Project management related to building construction.

Definition: Performance contracting is a way to pay for energy-saving equipment through subsequent savings. An energy service company, ESCO, will assess, purchase, install and finance the equipment and then guarantee that annual energy cost savings pay for the annual lease-purchase of the equipment which is typically financed over a ten-year period.

MANAGEMENT TASKS

Overall Management

- Manage program to improve energy efficiency in new and existing commercial/institutional buildings: Existing Buildings, New Building Design, Energy Management.
- Interact in team approach with fellow staff to leverage strategies and contact opportunities.

Program Planning/Development

- Expand the demand and market for performance contracting and other implementation strategies in the State.
- Encourage and maintain high standards for projects to help ensure effective and successful projects.
- Develop a program plan with measurable objectives and milestones.
- Implement program plan.
- Streamline performance contracting procurement processes through RFP to pre-screen ESCOs and establish a fee to reimburse services (develop RFP, oversee ESCO review process, refine audit and performance contracts, establish fee schedule, develop customer outreach materials, trouble-shoot process, meet with ESCOs to discuss).

Program Tracking

- Continuously monitor program effectiveness, help develop and design effective program strategies, and implement improvements to improve program strategies as needed.
- Collect and update data on energy efficiency projects related to program services.
- Track program progress and ensure milestones are met on schedule.
- Document project results and provide information for press releases, news articles or website.
- Monitor effectiveness of website and modify as needed.
- Track progress on program commitments to meet milestones
- Prepare quarterly and annual reports.

Budget Management

- Strategize and plan on program tasks and budget needs.
- Plan budgets with respect to goals and desired outcomes.
- Track budgets and forecast needs
- Identify grant opportunities and develop proposal strategies.
- Manage multiple budgets

Contractor Management

Where there is an opportunity to add staff or consultants to help facilitate projects, added work involves:

- Oversee professional engineering consultants who provide direct technical services to building owners on approaches, technologies and funding mechanisms.

- Oversee professionals and their work to provide training and/or to develop specific resources to support goals of the three program areas (e.g., training manuals, design guidelines, informative research, etc.).
- Determine appropriate strategies and associated level of technical effort needed for tasks and authorize contractors to conduct tasks.
- Develop contractor task orders and approve monthly payment requests from contractors.
- Review engineering reports and products to ensure quality.

OUTREACH & CLIENT SERVICES TASKS

Education/Training/Marketing

- Give presentations to small and large groups on program services and to make the case for adopting new approaches or technologies.
- Interview potential clients to identify needs
- Initiate and participate as a co-chair in an Energy Services Coalition State Chapter to use this successful public-private partnership model to augment program activities. The chapter can do workshops and other outreach activities and serve as the SEO's pool of technical experts on performance contracting.

Client Facilitation & Technical Services

Performance contracting is promoted as an effective way for governments to achieve large scale, comprehensive energy-saving projects.

- Provide one-on-one, on-site consultation with clients, from initial educational discussions to follow-up implementation.
- Identify funding options and advise clients on ways to leverage performance contracting with a variety of funding sources (grants, planned bond projects, available budget, annual funds, etc.)
- Educate decision-makers and facilities or administrative staff to recognize the value and cost-savings that could result from a performance contracting project.
- Facilitate the procurement and selection of an Energy Service Company (ESCO), following state procedures and requirements.
- Advise on contract issues, provide negotiating tips and approve final contracts.
- Participate as customer's representative in meetings with the ESCO.
- Review ESCO's engineering audit to ensure reasonableness of calculations, cost estimates, and proposed measures.
- Review monitoring and verification scenarios.
- Review follow-up savings reports for reasonableness and conduct low-level monitoring and verification.
- Serve as trouble-shooter and communication facilitator throughout the process to ensure customer's expectations are appropriate and are met by contractor.
- Follow-up with clients to ensure savings are achieved as expected and conduct monitoring and verification as needed.
- Travel as needed throughout the state to work with state and local governments and other Rebuild Colorado clients as assigned.