

## Skills and Behaviours Checklist for a Municipal Energy Manager Program Position

### 1. Introduction

The Municipal Energy Manager (MEM) program is delivered by MCCAC with technical advisory support provided by CLEARResult. This document will help the hiring municipality assess the skills of candidates and provide MCCAC and CLEARResult an understanding of the strengths and experience of the hired candidate.

### 2. Skills Checklist

Please rate how the candidate performs in the following key duties and skills for this position:

Tasks and skills level for the position	N/A	Basic experience	Good experience	Extensive experience
• Meticulous project management and tracking				
• Analyzing the energy performance of processes using monitoring equipment and statistical analysis				
• Guiding the development of overall continuous improvement or energy management plans				
• Collecting, organizing, analyzing energy data				
• Identifying, prioritizing, and implementing energy-saving projects				
• Motivating and coaching facility management personnel and teams				
• Technical report writing for technical and non-technical audiences				
• Ability to coordinate internally and externally with a broad group of stakeholders to ensure alignment and delivery of program requirements and goals				
• Excellent written communication skills for presentations, technical reports, e-mail, and other written documents				
• Outstanding oral communication skills will be necessary for telephone, one-on-one communication, and presentations to groups				
• Project management expertise to successfully deliver projects on time and budget				
• Ability to perform financial, operational, and environmental analysis of energy-related projects				
• The ability to work with a team and give and take direction to/from co-workers				
• Ability to work independently, take direction and complete tasks without constant oversight				
• Ability to work with Office Suite for reporting purpose				
• Ability to resolve conflict when dealing with a difficult situation				
• The ability to understand the Municipality's priorities/values and how to tailor their approach to create positive change				

**3. Education/Experience/Skills:**

- Bachelor's degree or higher in Environmental Science, Engineering, or a closely related field with a technical focus on climate change and/or energy management working with concepts of energy efficiency, renewable energy, environmental management systems, greenhouse gas inventory, climate change initiatives or similar (including any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job).
- 2-5 years of experience in mechanical, electrical, chemical, commercial, industrial, energy efficiency, project management (with an energy focus), facility engineering or a related field.
- Experience with systems, and processes and/or energy engineering principles, methods, and techniques required.
- Experience with the following systems is desired: HVAC, lighting, chillers and refrigeration, motors, variable frequency drives, compressed air, building envelope, renewable energy, and process equipment.
- The following credentials are considered an asset(s): Professional Engineer (P.Eng.) license, Certified Energy Manager (CEM), Certified Practitioner in Energy Management Systems (CP EnMS) or other similar certification, and willingness to pursue additional certifications and training.

**4. Hiring Process/Approval**

- After selecting a preferred candidate, the hiring municipality will send this completed form and the candidate's resume to MCCAC.
- After review and approval, the MCCAC will send the municipality the first incentive payment in accordance with the MEM Guidebook, the MEM Funding Agreement, and the salary value provided below (excluding ineligible expenses as described in the MEM Guidebook Section 3.4).

<b>Municipality Name:</b>	
<b>Candidate Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Start Date:</b>	
<b>Salary Amount:</b> (excluding ineligible expenses such as benefits, see MEM Guidebook)	

Per:

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Name:  
Title:  
Date:

Per:

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