



**ARLINGTON COUNTY, VIRGINIA  
HUMAN RESOURCES DEPARTMENT**

**ENERGY PROGRAM MANAGER**  
Department of Environmental Services

Salary Range: \$87,339.20 - \$133,390.40 Annually

Announcement No: 3117-21B-DES-TT

Closing Date: Continuous

*An Equal Opportunity Employer/Reasonable Accommodation upon Request*

**APPLY ONLINE**

Arlington County cannot accept applications or resumes via email. All interested applicants must apply through our online application platform. Please apply for this position at the following link:

<https://www.governmentjobs.com/careers/arlington/jobs/3129026/energy-program-manager>

**POSITION INFORMATION**

The [Department of Environmental Services](#)'s Office of Sustainability and Environmental Management (OSEM), which operates as the County's core agency for climate mitigation, adaptation programs, and community-facing energy programs is seeking an **Energy Program Manager**. The employee will assume primary responsibilities for implementation and cyclical updates of the County's [Green Building Bonus Density Program](#). This energy professional is expected to manage several energy programs, provide primary technical assistance to peers, and provide strategic planning to the climate and energy programs addressing the broader community greenhouse gas reduction goals.

In September 2019, Arlington County adopted an updated Community Energy Plan (CEP) that sets defined goals for renewable energy resourcing and arriving at a carbon-neutral community, integrates dramatic transition and emerging technologies in the transportation and storage sectors, creates a pathway toward energy resilience, and introduces energy equity into policy and program design.

Key responsibilities include:

- Site plan review for new construction under the Green Building Bonus Density Program;
- Collaborate on planning and implementation strategies for County buildings and operations to achieve building and transportation electrification benchmarks and standards;
- Supervise outside consultants providing professional services related to the Green Bonus Density Program, such as annual building benchmarking;
- Manage or collaborate with other energy management peers on green, sustainable, passive and net zero energy building construction and improvements for County sites and facilities including Affordable and Special Needs Housing;
- Collaborate with peers who develop and manage the County's analytics and measurement program to define methodologies and metrics for measuring the positive impact of green, sustainable, passive, and net zero energy buildings on greenhouse gas emissions reductions and other Community Energy Plan goals;
- Support energy management peers responsible for on-site renewable installations at government sites and facilities;

- Review scopes of work and conduct return on investment analyses for energy efficiency projects and energy performance contracts, budgets, and project timelines;
- Support or lead grant project development, application, and execution;
- Communicates complex energy concepts in an accessible way to staff, elected officials, and the public through verbal presentations, written memos and position papers, and Board Reports;
- Represent the County on regional and state-wide committees, and participate in regional, interdepartmental, and community work groups on energy and sustainability issues;
- Comment on VA Assembly proposals and legislation and statewide utilities commission initiatives; and
- Maintain relationships with Dominion Energy and other utilities to enhance potential partnerships and future negotiations.

The successful candidate will possess:

- Professionally demonstrated technical, analytic, and urban development skills using Building Science, Green Building, and Passive Building design, preferably enhanced with experience in promoting Net Zero Energy Building design;
- Demonstrated background/expertise in renewable energy resources and transactional mechanisms such as power purchase agreements and off-site virtual power purchase agreements, and renewable energy credits;
- Working knowledge of clean transportation vehicles of various vehicle classes, and electric vehicle charging infrastructure;
- Familiarity with building design and improvement impacts on greenhouse gas inventories, and developing effective reduction strategies that align with energy, buildings, transportation, renewables and other optimization and conservation measures and technologies; and
- Excellent communications skills.

### **SELECTION CRITERIA**

**Minimum:**

- Bachelor's degree in environmental science, architecture, urban planning, energy engineering, or a related field
- Three years of progressively responsible experience in the area of energy planning, energy program management, or other energy related program areas

**Substitution:** Additional qualifying experience can be substituted for the educational requirement on a year-for-year basis.

**Desirable:** Preference may be given to candidates with one or more of the following:

- Certified Energy Manager (CEM) and/or LEED AP Credentials is highly desired;
- Master's degree in environmental science, physical science, urban planning, engineering, computer science, or a related field;
- Experience driving regional partnerships with other local governments, utilities, or private-sector stakeholders;
- Experience identifying and understanding indicators and impacts of environmental justice and equity in the energy sector; and

- Effective communication and outreach experience with low-to-moderate income, underserved or disadvantaged communities.

### **SPECIAL REQUIREMENTS**

Any offer of employment is contingent upon a favorable review of the applicant's driving record. A pre-employment criminal records check will be conducted. It may include checks of the following: criminal record, driving record, education, professional licensure, and credit history. You may be required to sign a release authorizing the County to obtain your background information.

### **ADDITIONAL INFORMATION**

**Work Location:** 2100 Clarendon Blvd., Arlington \*METRO-accessible\*

**Work hours:** Monday - Friday, 8:00 a.m. - 5:00 p.m. May be required to work outside of normal hours and during emergencies regardless of whether some or all County facilities are closed.

The official title for this position is Environmental Management Specialist, Principal.

Each section of the application must be completed. A resume may be attached; however, it will not substitute for the completed application. Incomplete applications will be rejected.

**NOTE:** This position is open until filled. Applicants are advised to submit their applications as soon as possible. Applications will be reviewed, and qualified applicants referred on a continuous basis. If your application is received later in the recruitment process, it may not be reviewed or considered. Interviews will be conducted on a regular basis throughout the recruitment with candidates whose qualifications best fit our needs.

All applicants must submit an online application (unless the job announcement states otherwise) for each position for which they wish to apply. The application must be submitted by the posted deadline.

To apply online go to <https://careers.arlingtonva.us/>, click on Apply Now, scroll down the alphabetical list of job titles and click on the one in which you have an interest. The link to the employment application (APPLY) is found on each job announcement. Once completed, your application information remains in the system for you to review, edit and submit for future Arlington job openings.

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to get your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination for this position may include one or more of the following: (1) evaluation of training and experience; (2) written and oral examination; (3) performance test; (4) personal interview; and (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the application or selection process. Please call the ADA Coordinator at 703-228-3559 (voice) or

email [pers@arlingtonva.us](mailto:pers@arlingtonva.us).

ARLINGTON COUNTY  
HUMAN RESOURCES DEPARTMENT  
2100 Clarendon Blvd, Suite 511  
Arlington, VA 22201  
703-228-3500 from 8:00 am - 5:00 pm, weekdays;  
or e-mail [ttrainum@arlingtonva.us](mailto:ttrainum@arlingtonva.us)  
(no resumes to this e-mail address, please)

Posting Date: 07/02/21

### **ENERGY PROGRAM MANAGER Supplemental Questionnaire**

- \* 1. Please indicate which of the following best describes your education as it relates to the minimum qualifications:
- High school diploma or GED
  - Bachelor's degree in environmental science, architecture, urban planning, energy engineering, or a related field.
  - Master's degree or higher in environmental science, physical science, urban planning, engineering, computer science, or a related field
  - Bachelor's degree in another field.
  - Master's degree or higher in another field.
  - Other degree not listed here.
  - None of the above.
- \* 2. How much experience do you have in the area of energy planning, energy program management, or other energy related program areas? Be sure the detail of this experience is reflected on your application.
- None
  - 6 months
  - 1 year
  - 2 years
  - 3 years or more
- \* 3. Do you possess any of the following certifications?
- Certified Energy Manager (CEM)
  - LEED Green Associate
  - LEED AP
  - None of the above
- \* 4. Please check if you have experience in any of the following (be sure the detail of this experience is reflected on your application):
- Driving regional partnerships with other local governments, utilities, or private-sector stakeholders
  - Identifying and understanding indicators and impacts of environmental justice and equity in the energy sector
  - Communication and outreach experience with low-to-moderate income, underserved or

disadvantaged communities

None of the above

5. Please use this space (or attach a separate document) to describe your experience in environmental planning program management, including the development or management of energy efficiency, renewable energy, and clean transportation programs and projects.

\* Required Question