

Requested CS Title	Construction Project Manager
Requested Office Title	Program Manager or Associate Program Manager, Utility Incentives
Requested Salary Range	\$70,000 to \$90,000

Background

The Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM") serves as the hub for energy management for City government operations. Today, we develop the City's annual Heat, Light, and Power Budget; manage the City's electricity, natural gas, and steam accounts; help our agency partners identify and pursue energy-saving opportunities at their buildings; do energy efficiency and clean power generation projects across the City's portfolio; and implement operations and maintenance (O&M) best practices.

DEM is tasked with leading the City's efforts to reduce greenhouse gas ("GHG") emissions by 80 percent by 2050 from a 2005 baseline ("80x50"). As part of Local Law 97, the City also recently set new targets to reduce emissions from City government operations by 40 percent by 2025 ("40x25") and by 50 percent by 2030 ("50x30"). To meet these goals, DEM is committed to collaborating very closely with our agency partners to help them achieve major emissions reductions in their buildings. We actively are working to provide them our agency partners with the energy efficiency and clean energy project funding, project delivery vehicles, technical expertise, staff resources, strategic planning support, and data analytics that they need to succeed.

Job Description

The Program Manager, Utility Incentives will work within DEM's Operations Unit, under the guidance of the Senior Project Manager, Capital Project Implementation, but in extremely close coordination with DEM's other units. The Program Manager, Utility Incentives will be charged with the following:

1. **Identifying incentive opportunities in which the City should participate.** The person will research current and upcoming Request for Proposals (RFPs) for state and utility incentive programs to identify opportunities that the City should pursue. The person will focus on aligning incentive opportunities with multi-year project queues to ensure that funding opportunities are fully maximized.
2. **Reviewing current and future City projects to determine if they are appropriate for potential Request for Proposal (RFP) submissions.** The person will determine projects that are appropriate to submit for specific incentive opportunities.
3. **Preparing RFP responses for incentive programs.** The person will prepare necessary documents for the incentive application process. S/he will perform required energy conservation calculations for applications, including determining energy usage and cost savings for selected projects.
4. **Preparing necessary documentation to support the incentive contracting process after RFP awards are made.** For selected projects, the person will collect necessary site-specific data for the contracting process. S/he also will oversee project development to ensure that projects are appropriately scoped and delivered in compliance with incentive contract requirements.
5. **Performing necessary close-out activities to secure incentive funding when projects are completed.** The person will oversee necessary measurement and verification (M&V) work and coordinate site visits to confirm fulfillment of incentive commitments; review construction logs to verify compliance with process requirements; submit budget documentation; and oversee funding transfer to DEM.

Preferred Skills

To apply: Please go to www.nyc.gov/jobs or www.nyc.gov/ess for current NYC employees and search for Job ID# 406481

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The preferred candidate will bring the following skills and experience to this position:

- Degree in Electrical, Mechanical, or Environmental Engineering.
- Minimum of three (3) years' experience with NYSERDA and utility (Con Ed, National Grid, PSEG LI) energy efficiency programs.
- Minimum of three (3) years' experience in analyzing building energy efficiency technologies and specifying upgrades to improve the energy performance of building systems.
- Experience in the completion and presentation of ASHRAE Level II energy audits and related feasibility studies.
- Familiarity with calculation methodologies for energy usage, energy cost savings, and avoided greenhouse gas emissions.
- Experience in the design and construction of energy efficiency retrofits in diverse buildings that vary in age, size, and use.
- Familiarity with measurement and verification of energy conservation measures.
- Strong written and verbal communication skills.
- Proficient computer skills, including Microsoft applications.
- Well-organized, detail-oriented, and capable of managing multiple responsibilities and deadlines simultaneously.

Minimum Required Qualifications

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and five years of fulltime satisfactory experience managing and/or inspecting one or more construction projects which must have a total cost of at least \$300,000 for each of the five years of the required experience; or
2. A baccalaureate degree from an accredited college with a major sequence of course work in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management, and one year of the experience described in "1" above; or
3. A valid license as a professional engineer, registered architect, or registered landscape architect, issued by a board of examining engineers, architects or landscape architects duly established and qualified pursuant to the laws of any state or territory of the United States and one year of the experience described in "1" above; or
4. A four year high school diploma or its educational equivalent and a combination of experience of at least two years of the experience described in "1" above and the education as described in "2" above to equal a total of five years of education and experience. Matriculation in an undergraduate college degree program in engineering, engineering technology, architecture, architectural technology, landscape architecture, construction, construction technology, or construction management can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of satisfactory full-time experience up to a maximum of three years of experience.

License Requirement

For assignment to certain positions, candidates must possess a motor vehicle driver license valid in the State of New York. The license must be maintained for the duration of employment in such position.

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