



## CITY OF SEATTLE

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### Energy Management Analyst, Senior

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<b>SALARY:</b>	\$52.52 - \$61.19 Hourly
<b>LOCATION:</b>	901 - 5th Ave, 19th floor, Seattle,, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Seattle City Light
<b>BARGAINING UNIT:</b>	PTE, Local 17 - Professionals
<b>CLOSING DATE</b>	08/02/22 04:00 PM Pacific Time

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#### POSITION DESCRIPTION:

Seattle City Light, a department of the City of Seattle, is one of the nation's largest municipally owned utilities in terms of the number of customers served. Over the years we have worked very hard to keep Seattle's electricity affordable, reliable, and environmentally sound. Today, City Light is a recognized national leader in energy efficiency and environmental stewardship.

The Customer Energy Solutions (CES) division of Seattle City Light implements the longest continuously operating municipal energy conservation initiative in the country. The Project Development team is responsible for delivering our portfolio of demand-side management programs to our commercial, industrial, and institutional customers. We are currently hiring one Senior Energy Management Analyst (Sr. EMA) to work on our Project Development team.

This individual will participate on a team of multi-disciplinary energy management professionals who promote and deliver the utility's portfolio of demand-side management programs to its commercial, industrial, multifamily, and institutional customers. The portfolio has historically been predominantly comprised of energy efficiency programs; however, it is evolving and expanding to include distributed energy resources, such as demand response, distributed generation, as well as transportation and building electrification. CES is responsible for acquiring/delivering all cost-effective energy efficiency (kWh) to the utility (a least-cost resource) in support of I-937 targets – preserving and extending the benefits of Seattle City Light's low-cost, carbon-neutral resources.

The Project Development team works with business customers across all sectors to conduct program outreach, opportunity assessments, and project development activities. In addition, the team contributes heavily to program design & development with a focus on enhancing customer experience, implementing continuous process improvement, and minimizing evaluation risk. This position will report to an Energy Management Analyst Supervisor.

#### JOB RESPONSIBILITIES:

***Here is more about what you'll be doing:***

Significant job duties include:

- **Program implementation** Facilitate the identification and implementation of energy efficiency and demand-side management solution projects for various business customers across commercial, industrial, government, institutional, and multifamily sectors.
- **Building customer relationships** Establish strong working relationships with customers. Establish yourself as a resource to building owners, architects, engineers, employees in other public agencies and trade allies. Share resources and information. Conduct seminars and speaking engagements for the business community and other energy professionals.
- **Opportunity Identification** Conduct opportunity assessments to help customers save money, gauge energy savings potential at their facility, and provide high-level design assistance.
- **Project Development** Carry out project development throughout project lifecycle to validate project eligibility against program requirements, quantify/validate energy savings, and verify assumptions and installed equipment in the field thru site verifications.
- **Subject-matter Expertise** Provide technical advice and recommendations to management, customers, peers, and partner organizations on energy efficiency, electrification and distributed energy resources in existing and new commercial buildings. Subject-matter expert in electrical or mechanical aspects of energy efficiency. Provide technical skill development by training and mentoring less experienced analysts.
- **Knowledge of Codes & Standards** Stay abreast of state and regional codes, standards, and regulations that impact energy performance of existing and new commercial buildings.
- **Program Development** Support the discovery, design, development, and deployment of programs across the Program Life Cycle (PLC) by participating on core teams, leading project teams, and providing subject-matter expertise
- **Process Improvement** Support the development, implementation, and continuous improvement of business processes, new or revised policies and procedures, service delivery, or new programs and services to maximize resources and achieve operational excellence.
- **Measurement & Verification (M&V)** Develop M&V plans consistent with the International Performance Measurement & Verification Protocol (IPMVP) for complex energy projects to verify and validate energy savings claims.
- **Outreach, Sales & Business Development** Develop strategic outreach plans and energy solution strategies for key accounts and across customer/contractor segments in collaboration with Business Customer Services team. Conduct business development activities and proactive outreach to encourage participation from customer owners and the contractor community, to increase program awareness and meet increasingly challenging energy savings targets.
- **Contract/Vendor Management** Procure and manage external consulting services to provide program implementation support when needed. Manage contracts and ensure deliverables are on time, in scope, and under budget throughout the life of the agreement.
- Performs other related duties of a comparable level/type as assigned.

**QUALIFICATIONS:**

**Required Qualifications:** In addition to the skills and experience mentioned below, a successful applicant will have experience that reflects a commitment to creating fair and equitable outcomes and has:

Baccalaureate degree in energy management, engineering, architecture or a related discipline and three years experience in professional commercial or industrial energy management analysis (other combinations of education, training and experience will be evaluated on an individual basis for comparability).

**Certification/License:** Washington State Driver's License or equivalent mobility.

**Desired Qualifications - You will be successful if you have the following experience, skills, and abilities:**

- Experience in the energy and utility industry, preferably in demand-side management programs, including energy efficiency, distributed energy resources, renewables, demand response, building electrification, and transportation electrification.
- Strong technical, engineering, and problem-solving abilities, particularly in building energy systems.
- Excellent communication skills, including writing, speaking, presenting, and meeting facilitation skills; working and communicating with all organizational levels and project stakeholders.
- Experience and comfort in a customer-facing role, including sales/business development, consulting services, or as an implementer. Can establish and maintain productive relationships and mitigate and resolve customer complaints with minimal input.
- Track record of identifying or implementing continuous process improvement.
- Experience navigating and executing change management activities. Comfort in a fast-paced and dynamic environment.
- Growth mindset and interest in ongoing and continuous professional development.
- Strong interpersonal and communication skills. Effectively manages conflict.
- Experience and comfort working on cross-functional teams in a matrixed environment.
- Strong ability to collect and analyze data.
- Registered Professional Engineer (PE).
- Certified Energy Manager (CEM) through the Association of Energy Engineers (AEE).
- Certified Measurement and Verification Professional (CMVP) through AEE.
- Advanced knowledge of computer applications (Excel, Word, PowerPoint) and familiarity with utility billing systems.
- Demonstrated commitment to workforce equity and healthy workplace culture. Contributes to building and maintaining a fair, respectful and caring work environment that values the contributions and differences of each person and each job function.
- Bold commitment to racial diversity, social justice, and equitable provision of services to all. Promotes solutions that are inclusive and innovative.

*Please note this job advertisement is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**ADDITIONAL INFORMATION:****Application Process**

*Please submit the following with your online application:*

- A cover letter in which you clearly describe how your knowledge, experience, skills, and abilities prepare you for the job responsibilities and qualifications outlined in the job announcement
- A current resume of your educational and professional work experience.

**Who May Apply:** This position is open to all candidates that meet the qualifications. Seattle City Light values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. Seattle City Light encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check. The background check will involve a criminal history check, which includes conviction and arrest records in compliance with the [Seattle's Fair Chance Employment Ordinance, SMC 14.17](#) and the [City of Seattle Personnel Rule 10.3](#). A driving history review may be conducted in compliance with [SMC 4.79.020](#). Applicants will be provided an opportunity to explain or correct background information.

Want to know more about Seattle City Light? Check out our web page: <http://www.seattle.gov/light/>.

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2022-01282

<http://www.seattle.gov/jobs>  
ENERGY MANAGEMENT ANALYST, SENIOR  
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, WA 98104

[Careers@seattle.gov](mailto:Careers@seattle.gov)

**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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### Energy Management Analyst, Senior Supplemental Questionnaire

\* 1. Please select the option that best describes your highest level of education.

- High School Diploma/GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- J.D.
- Ph.D.

\* 2. Do you have a degree in Energy Management, Engineering, Architecture, or a related field?

- Yes, it's in Energy Management, Engineering, or Architecture.
- Yes, it's in a related field.
- No

3. If you answered that your degree is in a related field, please specify the field. If you do not have a degree, please describe how your education, training, and work experience meet the minimum qualifications.

\* 4. Which Best describes your years of experience in professional commercial or industrial energy management analysis?

- Less than 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 or more years

\* 5. Do you have a valid Washington State Drivers License?

- Yes
- No, but I can obtain a valid Washington State Drivers License by the time of hire.
- No, and I will not be able to obtain a valid Washington State Drivers License.

\* Required Question