

JOB DESCRIPTION

Department: Energy Office
Title: Energy Analyst
Type: Full-time, permanent
5 days per week
Compensation based on experience
Contact: energy@phila.gov

The City of Philadelphia's Energy Office serves to manage energy supply and demand for city government operations. The mission of the Energy Office is to:

- Strategically procure cost effective, reliable, safe, clean energy and conventional energy systems for city government
- Promote energy conservation and efficiency within City facilities by providing education, technical expertise and analysis of energy used
- Develop and implement projects and programs that promote the efficient use of energy and reduce the City's environmental impact

The position reports to the City's Energy Manager and collaborates with other members of the Energy Office, the Mayor's Office of Sustainability (MOS), the Mayor's Office of Transportation and Utilities (MOTU) and additional partner departments and agencies. This is an opportunity to help solve complex problems, gain valuable experience in energy management and municipal operations, and to make a real impact within the community you live in by reducing the City's environmental impact and energy use.

Primary Responsibilities:

- Manage the City's energy management database, including upkeep and uploads, user training and major changes.
- Manage day-to-day issues with utility bills working with facilities personnel and utility companies.
- Track and analyze energy use at the facility and department level and offer direct support to departments in achieving energy reductions.
- Track and verify savings of completed energy efficiency and conservation projects; Develop a reporting process for completed work.
- Develop a program and methodology for managing and leveraging real time data from smart meters and building automation systems for energy conservation.
- Build case studies and communication materials around the efficacy of completed projects and programs.
- Track and verify rebates from PECO, PJM and other programs.
- Support the Energy Manager in running reports, analyzing data, supporting energy conservation and efficiency programs, and office administrative items.
- Collaborate with a multitude of City agencies including MOS, the Office of Innovation and Technology, and the Department of Public Property to develop and implement programs that further reduce the City's energy use.

Training and Experience

- Undergraduate degree, with a minimum of three years of related work experience
- Knowledge of new and emerging trends in the area of energy efficiency and energy management
- Experience in data analysis. Able to clean, transform and extra value from large amounts of information
- Experience with energy management within large organizations or utilities preferred

- Strong organizational, communication and interpersonal skills
- Strong experience in Microsoft Office, experience with learning new software platforms especially for data management
- The following qualifications are desirable, but not required: graduate-level and/or engineering degree, experience with managing energy conservation programs, professional experience with energy systems, background in facilities management, LEED AP, CEM or related energy efficiency credentials.