

OES Job Title: Energy Technician

City Job Title: Administrative Technician (Program Coordinator)

Department: Office of Environment and Sustainability (OES)

Reports To: Energy Manager

Location: Cincinnati, OH

Position Type: Full-time, Permanent



Job Overview:

The Energy Technician will provide essential technical support and administrative efforts as part of the Energy Team within the Office of Environment and Sustainability (OES). Working closely with the Energy Manager, this new role will support the achievement of key objectives in the City's [2023 Green Cincinnati Plan](#), particularly within the City Operations, Buildings & Energy, and Mobility Focus Areas. The Energy Technician will be responsible for advancing energy management and efficiency, supporting fleet electrification initiatives, managing stakeholder relationships, and ensuring compliance with relevant regulations.

Key Responsibilities:

Energy Management and Efficiency:

- Manage energy audits of City-owned facilities, identify areas for efficiency improvements, and assist in implementing energy-saving projects.
- Collect and analyze energy consumption data from City facilities, using energy management software to track usage patterns, identify trends, and provide actionable insights for energy optimization.
- Assist in planning, procuring, and executing energy efficiency retrofits in municipal buildings, such as HVAC upgrades, lighting retrofits, and other energy-saving improvements.
- Manage records, contracts, and documentation related to energy efficiency projects and maintain organized files for compliance and reporting purposes.

Fleet Electrification:

- Support the City's efforts to transition its vehicle fleet to fully electric vehicles (EVs) by 2035, including assisting with procurement, tracking fleet performance, and ensuring the installation of EV charging infrastructure.
- Monitor the energy consumption and performance of the City's electric vehicles, providing analysis on fleet electrification impacts, including cost savings and environmental benefits.
- Work with internal departments, such as City Fleet, and external vendors to ensure timely delivery of fleet electrification initiatives.

Administrative Support and Compliance:

- Drive procurement processes for energy efficiency and electrification projects by preparing specifications, soliciting bids, and managing contracts with external service providers.
- Ensure City Operations comply with relevant energy standards, environmental regulations, and grant requirements related to sustainability efforts.
- Support the pursuit of grants to fund energy efficiency projects and fleet electrification initiatives, ensuring all required documentation is completed and submitted in a timely manner.
- Contribute to sound management of external funds through funder communication, record keeping, report submission, and internal coordination.

Stakeholder Management and Communication:

- Act as a liaison between OES and other municipal departments, external stakeholders, and residents. Provide updates on energy-related projects and address inquiries or concerns.
- Produce educational materials, programs, and workshops on energy efficiency and sustainability best practices when requested.
- Contribute to quarterly and annual reports for the Green Cincinnati Plan, providing data and analysis on carbon emissions, energy consumption, efficiency initiatives, and electrification progress.

Qualifications:**Education & Experience:**

- Bachelor's degree in Sustainability, Environmental Science, Energy Management, Engineering, or a related field or at least 1-3 years of relevant work experience (energy management, sustainability programs, or fleet electrification). Experience with municipal or government projects is an advantage.

Preferred Knowledge, Skills, and Abilities:

- General understanding of energy management systems, energy efficiency practices, and fleet electrification technologies.
- Proficiency in collecting, interpreting, and analyzing data. Experience related to data analysis of energy consumption and EV performance is an advantage.
- Ability to manage multiple projects simultaneously, from planning to execution, while meeting deadlines.
- Excellent written and verbal communication skills, with the ability to present complex data and ideas clearly to diverse stakeholders.

- Familiarity with Microsoft Office Suite. Knowledge of energy management software and/or fleet management tools is an advantage.
 - Strong analytic and critical thinking skills to provide strategic analysis and solutions for energy and sustainability challenges.
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Working Conditions:

- Duties require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time. May require light to moderate lifting, reaching, pulling, and carrying. Manual dexterity and audiovisual and linguistic acuity are required.
 - This position requires both office work and occasional fieldwork at municipal buildings or fleet facilities. This position may be hybrid work eligible following a probationary period.
 - Occasional travel to off-site locations for audits, meetings, conferences, or training sessions will be required.
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Compensation and Benefits:

- Starting salary range will be \$50,000-\$55,000/ year depending on experience with opportunities for advancement
 - Health, dental, and vision insurance
 - Pension with employer match
 - Paid time off, including holidays
 - Professional development and networking opportunities
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How to Apply:

View the job description [here](#). Resumes and cover letters from candidates are requested by November 8, 2024 via the [City's official job portal](#). To apply, [visit the official listing](#) entitled "Administrative Tech (Program Coordinator)". For questions, please reach out to oes@cincinnati-oh.gov.