

HALLBERG ENGINEERING JOB DESCRIPTION

Position Title: Manager of Energy Services
Exempt (Salaried)
Utilization Goal: 70-75%

Classification: M-3
Revised: June 2010

Primary Purpose:

The Energy Manager leads Hallberg's energy offerings, including but not limited to, distributorship of Energy Efficiency Programs, Inc.'s (EEPI) behavior and operations programs (Schools for Energy Efficiency – SEE), analysis for energy asset upgrade projects, energy studies, building systems analysis and computer simulations, alternative energy studies, 179d energy tax deduction studies, project planning and cost estimating. Responsibilities include sales and marketing efforts for the group.

Typical Duties:

The duties listed below are minimum requirements for the position, but are not all encompassing:

- Provide leadership, supervision of staff and direction for the group.
- Help define the department's business plan and, within defined parameters, utilize all of the firm's resources in such a way as to meet timetables, schedules, budgets and profit objectives.
- Be responsible for the sales and implementation for EEPI's multi-year, behavioral and operational energy-efficiency programs and Hallberg Engineering, Inc.'s energy-efficiency asset improvement analysis services.
- Review existing facilities to identify energy-related enhancements for buildings and processes, quantifying the resulting energy and economic impact.
- Conduct engineering studies and investigations resulting in written reports as needed for projects.
- Coordinate and manage energy efficiency asset improvement projects with HEI's engineering staff.
- Work in collaboration with local utility companies on rebates and incentive programs/studies, as well as with local, state and federal government agencies on energy-related programs.
- Coordinate/perform Energy Star building performance evaluations
- Reporting financial, budgetary and other performance goals related to work completed, including life-cycle cost analysis and simple payback calculations; building modeling; and ensuring practices are put into place to monitor and collect payments.

Relationship to Others:

The Energy Manager is a member of Hallberg's Leadership Team and reports to the company President.

General Requirements:

- Advanced knowledge of building mechanical and electrical energy-consuming equipment, systems, and operations practices
- Knowledge of utility rate structures, rebate programs, and energy management technologies, utility tracking, building modeling and simulation.
- Demonstrated experience managing multiple complex projects simultaneously, including identifying, maintaining, and/or adjusting the scope and/or resources, and overseeing the formal planning, tracking and reporting of project performance.
- Demonstrated supervisory experience.
- Four to 10+ years of experience in energy management/engineering; strong HVAC background; experience with commercial energy studies, project development, life-cycle cost analysis, commissioning and building/system optimization.
- Excellent oral and written communications skills and be able to present complex and/or technical information to a wide audience, and guide discussions toward mutually acceptable goals and outcomes.
- A proven grasp of Microsoft Power Point, Word, Outlook, and Excel.

This list is not intended to provide an exhaustive list of duties performed by the incumbent. Duties may be changed throughout the course of employment.

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Preferred:

- Master's degree in Energy Management or an Engineering discipline.
- Registration as a Professional Engineer (PE), or a Certified Energy Manager (CEM) or equivalent.
- Experience with energy simulation software (DOE 2, eQuest, Trane TRACE 700, or similar programs). AutoCAD/Revit experience a plus.

This list is not intended to provide an exhaustive list of duties performed by the incumbent. Duties may be changed throughout the course of employment.