

ENVIRONMENTAL SUSTAINABILITY PROGRAM MANAGER

Recruitment #2112-4185-001

List Type	Original
Requesting Department	DOA-Office of Sustainability
Open Date	12/13/2021 3:40:00 PM
Filing Deadline	1/5/2022 11:59:00 PM
HR Analyst	Jamie Heberer

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is a vibrant urban hub. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities great restaurants, and a strong ethic around environmental sustainability.

The City of Milwaukee's Environmental Collaboration Office (ECO) strives to make Milwaukee a world class eco-city. ECO develops practical solutions that improve people's lives, the economy, and the environment. With a relatively small staff, ECO has an outsized impact through effective collaborations with the community. ECO provides a fast-paced and collaborative work environment where each team member has a unique opportunity to blossom as a community leader and visibly improve the City.



PURPOSE

The Environmental Sustainability Program Manager plans and implements the City's energy efficiency programs, both in city-owned buildings and in the broader community, as well as efforts to transition the city fleet and community-wide transportation sector to alternative fuel vehicles.

ESSENTIAL FUNCTIONS

Energy Reduction Team:

- Lead the City's Energy Reduction Team; assist, facilitate and educate facility managers Citywide regarding the reduction of energy use in City facilities by 20% over the next decade.
- Oversee the tracking and management of the City's energy usage data and run usage reports using the Environmental Protection Agency's (EPA) portfolio manager.
- Work with the Energy Reduction Team to identify and implement various efficiency projects.

Property Assessed Clean Energy (PACE):

- Oversee the Milwaukee PACE program and meet bi-monthly with administrators.
- Assist in administrating the outlined duties, setting annual program standards, planning marketing and outreach, and evaluating and adjusting the program standards.
- Review and approve proposed projects and administer payments through the program.

Climate Planning and Implementation:

- Assist Director of Environmental Sustainability with implementation of the Climate and Equity Plan and associated reporting requirements.

Interdepartmental Electric Vehicle Planning Group:

- Manage and lead a City-wide interdepartmental group that is planning to increase the use of electric vehicles, hybrids, and other clean fueled vehicles into the City fleet.
- Plan efforts including evaluation of vehicle use by departments, identifying potential fit for alternative fuel vehicles, planning for charging infrastructure, and training departments on their use.

Better Buildings Challenge:

- Manage program designed to help commercial buildings reduce energy use by 20%.
- Coordinate outreach to the commercial buildings and schools, including marketing, planning events and webinars, and coordinating services for building owners interested in committing to energy reduction.

Energy Savings Performance Contract (ESPC) Management:

- Manage the ESPC process with other City departments, including ongoing contracts at the Central and Bay View Libraries.
- Work with Facility staff and contractors to ensure project installation is complete, measurement and verification of energy savings with contractors and present savings.
- Evaluate other potential projects for future ESPC and manage procurement of process and administration of request for proposals for future projects.

Grant Administration and Application; Capital Investment and Community Outreach:

- Monitor for grant opportunities from State or Federal government for energy efficiency and transportation costs.
- Create and write grant applications.
- Manage grants including project management, budget monitoring, and reporting as outlined by grantor.
- Assist the Budget Office with planning for capital investments in City owned buildings.
- Present and serve on panels for local, state, and national conferences.
- Perform public outreach and communications on relevant energy efficiency programs.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Individuals appointed to a position within general City employment must provide proof of being vaccinated against COVID-19 (i.e., received both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine) or have an approved religious or medical accommodation within ten business days of their employment start date.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business administration, public administration, public policy, environmental studies or a related field from an accredited college or university.
2. Five years of progressively responsible experience in related project management.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and professional experience will be considered.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov with "Environmental Sustainability Program Manager" in the subject line. **Applications without transcripts attached will be considered incomplete and will be rejected.** Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

DESIRABLE QUALIFICATIONS

- A Master's Degree in business administration, public administration, public policy, urban planning, environmental studies, or a closely related field, or a Juris Doctor (JD) from an accredited college or university.
- Experience managing energy data, energy efficiency programs and knowledge of building energy systems.
- Experience in municipal government.
- Energy Analysis and Policy certificate, Leadership in Energy and Environmental Design (LEED) accreditation, or equivalent.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of energy efficiency strategies and technologies.
- Passionate about protecting the environment and improving Milwaukee.

- Ability to understand and communicate the business case for energy efficiency.
- Ability to direct and coordinate programs and activities.
- Ability to analyze complex situations, diagnose problems, and formulate solutions.
- Ability to accurately compile and analyze reports and energy and financial data.
- Proficiency using word processing, spreadsheet, presentation, and database software as well as the Internet.
- Ability to read and interpret contracts, reports, and legal documents.

Project Management and Leadership

- Ability to motivate action in cross-functional teams with no direct supervisory authority.
- Leadership and project management.
- Ability to effectively focus and prioritize action among multiple programs.
- Ability to exercise sound judgment and maintain composure.
- Commitment to professional growth and developing one's leadership potential.
- Grant Management.
- Organizational and planning skills.

Communication and Interpersonal Skills

- Ability to be creative, resourceful, and industrious.
- Ability to establish and maintain effective working relationships with elected officials, other City employees, citizens, media, community organizations, the foundation community, the private sector and other agencies.
- Written communication skills to be able to write clear, complete and error-free correspondence and reports.
- Oral communication and presentation skills to present ideas and recommendations clearly and convincingly.
- Ability to accept coaching from others.

CURRENT SALARY

The current starting salary range (2LX) is **\$70,827 - \$87,824** annually, and the resident incentive starting salary for City of Milwaukee residents is **\$72,952 - \$90,458** annually. *Appointments above the minimum is possible base upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **January 5, 2022**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

APPLICATIONS and further information can be accessed by visiting www.jobapscloud.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 204

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.