

**CAPE LIGHT COMPACT  
ENERGY EFFICIENCY ANALYST  
MUNICIPAL ENERGY COORDINATOR  
\$89,999 - \$117,000**

**DEFINITION**

Position is responsible for providing technical assistance to select Cape Cod municipalities (currently Brewster, Chatham, and Orleans) on energy and climate matters and coordinates the Cape Light Compact's energy efficiency programs within these select communities as well as support for the Cape Light Compact's energy efficiency programs across the Cape and Vineyard.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. Not all of the essential functions may be performed in each participating municipality. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Identify energy and climate grant opportunities on behalf of the town. Prepare grant applications and coordinate and oversee Town energy and climate grants.
- Provide monthly updates on town energy and climate matters to appropriate parties.
- Provide staff support to Energy and Climate Action Committee, including attending monthly meetings.
- Prepares communications for residents and businesses on Town energy initiatives.
- Assist with internal review of existing and proposed solar PV projects and associated electric utility schedule Z's.
- Coordinate with Town staff on routine reconciliation of municipal electric usage and net metering credits from solar PV projects.
- Work with town staff and representatives from Cape & Vineyard Electric Cooperative to ensure existing solar PV systems are working at optimal production levels.
- Assist in reviewing potential locations for or monitoring Electric Vehicle (EV) charging stations within the Town, and any reporting requested.
- Coordinate with regional, state and utility representatives on EV applications and grant opportunities.
- Manages Mass Energy Insight (MEI) to track municipal energy usage, create reports and add new accounts.
- Serves as the primary contact for the Town's Green Communities initiative. Responsible for coordinating with Cape Light Compact staff as needed for compliance with state reporting.
- Monitors and supports grants and programs through federal and state programs. Coordinates with the Compact to ensure that all parties are well-represented and coordinate services and funding.
- Performs other related job duties as required.

### **SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. This position also reports to the individual towns, so additional instruction may be provided.

### **JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations, and precedents, which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state, and local regulations.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constant with co-workers, vendors, the public, groups, and/or individuals, such as peers from other organizations and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization and municipalities in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

### **CONFIDENTIALITY**

Employee has access to some confidential and sensitive information in the performance of their duties.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in environmental studies, sustainability or public administration or related field, and 3 to 5 years of related experience; or any equivalent combination of education, training, certification, and experience.

### **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of relevant Massachusetts General Laws related to essential functions. General knowledge of the purposes and responsibilities of Massachusetts energy efficiency programs. General understanding of the Massachusetts Green Community Act. General understanding of Massachusetts procurement laws.

Abilities: Ability to communicate effectively both orally and in writing. Ability to maintain good public relations, effective collaborative working relationships with electric utility professionals and consultants, and to respond courteously and professionally. Ability to meet deadlines. Ability

to work independently. Ability to plan, organize and coordinate multiple projects.

Skills: Excellent project management, organizational and administrative skills. Excellent communication skills. Advanced computer skills; Microsoft Office products.

### **WORK ENVIRONMENT**

The majority of work is performed in an office setting; and will include travel to participating municipalities.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Skills**

Minimal physical demand is required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

#### **Motor Skills**

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

#### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use. Must be able to read computer screens, read grant guidance documents from the State, and examine project specifications on technical documents and physical observation.