

CAMPUS ENERGY MANAGER

Function of the Job:

Under the general direction of the designated supervisor, plan, direct and oversee campus energy and utility commodity purchasing strategies, production, utilization, and conservation activities.

Characteristic Duties and Responsibilities:

1. Based on knowledge of energy markets, including market regulatory structures, national and international supply and pricing trends, campus requirements and system capabilities and operations, develop long and short term strategies to optimize energy commodity purchases, and explore potential opportunities for new or expanding systems to improve energy costs and delivery.
2. Work with commodity brokers and financial advisors to develop strategies for physical and financial hedges to provide protection from market changes, including monitoring daily market conditions and recommending adjustments as needed due to market opportunities.
3. Develop annual commodity consumption and pricing forecasts for annual budgets and monitor and assist with planning and budgeting for electricity and fuel purchases, and manage energy plant funds as assigned.
4. Serve as principle advocate and advisor for campus energy conservation and efficiency and prepare, implement, and analyze energy use surveys and projects.
5. Communicate information regarding energy acquisition, distribution, and use; promote, implement, and assess energy conservation and related activities and programs.
6. Develop long and short range strategies for sale of generated electricity, which includes balancing the amount for campus use and for sale.
7. Identify and develop opportunities for the institution to qualify for renewable energy credits, greenhouse gas reduction credits and other credit markets.
8. Manage campus energy sub-metering program, including training, supervision and evaluation of campus meter readers.
9. In conjunction with Purchasing, develop commodity purchase contracts and assist in the contract bid and award process, and serve as technical contact for contract administration and invoice approval.
10. Develop, monitor, and revised guidelines and standards for energy efficiency in campus maintenance, renovation, and construction activities.
11. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Engineering, Natural Resources or related field and five years of related energy management experience in energy commodity trading, marketing or similar activity involving energy markets.
2. Experience in analyzing building and system energy consumption patterns to identify energy conservation and efficiency improvement opportunities, appropriate technology applications and likely project cost and energy saving forecasts.
3. Fuel and electricity procurement experience.
4. Experience managing facilities operations and maintenance contracts.
5. Financial management experience.
6. Ability to wear/use personnel protective equipment as needed in utility plants, distribution system tunnels, manholes and other confined spaces.

Other Desirable Qualifications:

1. Experience in college/university environment.
2. Certified Energy Manager credential from Association of Energy Engineers.
3. Registration as a professional engineer.

6/02/07
System Approval

6/02/07
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.