



Hamilton

OUR VISION

*To be the best place in Canada
to raise a child, promote innovation,
engage citizens and provide diverse
economic opportunities.*

JOB POSTING

**SUPERINTENDENT, UTILITIES
(1 Full-time Permanent Position)**

**PUBLIC WORKS DEPARTMENT
Energy Fleet, Facilities & Traffic Division**

JOB SUMMARY:

Reporting to the Manager of Energy Initiatives, Office of Energy Initiatives, Transportation, Energy & Facilities Division, the Superintendent, Utilities will contribute to a dynamic management team of professionals and be responsible for assisting in the delivery of efficient and effective Energy Performance and Project Management for all Corporate Wide Facilities and Activities. You will assist in project managing the corporate energy portfolio, staff and external consultants/contractors in the delivery of cost-effective energy programs and services.

Assist the Manager of Energy Initiatives in the Development and Implementation of the Corporate Energy strategy, including communication, client reports, energy billing and verification, and project management of IT /Energy Accounting systems and the provision of expert advice. Develops and implements all corporate billing, verification, utility/energy usage and energy accounting systems.

Develop and manage Master Plan for all Corporate utility/energy billing/ accounts, billing validation and verification systems

Monitor and report on legislative changes regarding energy that will affect the City of Hamilton, determine any necessary actions, and manage the implementation of these changes

Recommend on procurement and budgeting strategies for Fleet fuels under the guidelines of the Energy Commodity Policy

Monitor, analyze and track internal sub metering systems and develop accurate, timely and defensible monthly invoicing for HECFI and other internal energy customers.

Analyze energy market, create cost analyses/forecasts and recommend procuring energy for specific time periods at specific prices, including physical/financial hedges under the Energy Commodity Policy

Research, consult and recommend energy consultant services contracts

Create reports and proposals for Senior Management and/or Council regarding energy initiatives

Develop standardized guidelines, tables and schedule for energy billing and utility bill validation and verification for electricity, natural gas, water and waste water (and other fuels as required)

Provide Energy Reports and Energy Analysis for all Corporate facilities, including monitor, identify, analyze provide expert advice and recommendations on trends, risks, opportunities in the highly specialized area of energy accounting, including creating and tracking kpis, benchmarking.

Manage process for gathering and input monthly (and hourly) billing data, processing to ensure accuracy of the current and historical billing data and utility rates and charges

Lead on liaison with local utilities on invoice, data and rate matters.

Develop and generate multiple utility, energy, environmental and financial reports

Monitor and provide expert advice on relevant energy legislation, regulation and utility rate cases.

Develop and maintain collaborative communications with other City departments, utilities and contractors

Manage contractor and suppliers and provide the appropriate support to the programs being delivered from the Office of Energy Initiatives

Manage the efficient delivery of all Capital Energy IT/ Energy Accounting systems/projects and associated consulting.

Make recommendations to the Manager on services, policies and programs while continuously striving to improve processes and identify opportunities for cost-reduction

Track and account for energy usage reductions and environmental benefits (emission credits) associated with energy efficiency retrofit improvements of City facilities.

Delegate and manage divisional project staff to ensure that daily operations are synchronized with Departmental and Corporate mandate.

Assist in the Preparation & Monitoring of the operating budget for the Energy Management Section in accordance with established procedures and ensures maintenance activities are within approved budget.

Verifies utility billing and requests payment for monthly utility invoices and companies carrying out work under the section's direction. Produce and provide billing services for sub-metering systems and energy clients.

Ensure compliance with Corporate/Division/Departmental rules, regulations, procedures, policies and safe working practices.

Develop, manage, verify, forecast, benchmarks and monitor financial budgets for utilities along with energy and environmental savings activities of the section

Assist and participate in the development and preparation of the capital budgets for the Division in accordance with established corporate and divisional procedures. Recommend future budget appropriations.

Ensure that all Utilities staff receives adequate and pertinent safety and technical training in order that work is performed in a safe and productive manner.

Ensure that all Utilities staff adheres to mandated health & safety standards by monitoring and participating in the employee health & safety program.

Responsible preparing cost estimates, business cases and technical briefings and RFQ VRFP documentation for a new energy billing, verification, monitoring and accounting system and present findings and recommendations to the Manager of Energy Initiatives and other City staff.

Develop and project managing corporate energy management, rate, profiling and cost allocation strategies and plan to ensure cost effective and long term energy conservation and accuracy of utilities.

Perform such other duties as may be assigned, which are directly related to the normal job function.

QUALIFICATIONS:

Proven knowledge of utility/ energy industry normally acquired by attaining a diploma in Engineering Technology or a relevant discipline or a combination of education and relevant work experience.

Previous experience in the energy/natural gas/electricity/ utility industry.

Previous experience with energy billing/ accounting, energy systems and commodity procurement.

Excellent proven knowledge of commercial or municipal facilities electricity, natural gas, water and waste water utility rates and billing methodologies

Excellent demonstrated understanding of utility metering, billing and rate structures for primarily electricity, water and natural gas utilities

Excellent demonstrated understanding financial analysis and economic justification of energy efficiency retrofit projects.

Previous project management experience.

Previous experience supervising or managing multidisciplinary staff.

Proven experience in analyzing and auditing utility bills for problems and errors

Detail oriented and exceptional planning and organizational skills for managing multiple tasks

Effective decision-making, negotiation and problem solving skills.

Strong communication skills, both verbal and written business analysis and consultation skills

Strong public relations skills to build partnerships and collaborative relationships with internal and external clients and the general public.

Must have excellent computer skills in a Windows environment utilizing MS Word, Excel software with a strong focus on project management (MicroSoft Project). Working knowledge of energy/ utility/accounting systems.

Demonstrated knowledge of corporate budget process and budget control or previous financial management experience including developing, implementing and monitoring budgets.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

SALARY:

Salary Grade 7
\$83,614.44 - \$97,794.06 per annum

HOURS:

35 per week

If you are interested in working alongside a dedicated team that's contributing to the well-being of Hamilton's residents, please visit www.hamilton.ca/careers for position details and to **apply online**. Alternatively, you may send your resume, by **January 2, 2012**, quoting **competition number 7815**, to: **Staffing/Workforce Planning Specialist, Human Resources, c/o City Hall, 71 Main Street West, Hamilton, ON L8P 4Y5. Fax: 905-546-2650. In person: Standard Life Building, 120 King Street West, 9th Floor, Hamilton.**

The City of Hamilton, an equal opportunity employer, values the diversity of our workforce and the knowledge of our people. We thank all who have applied, however, only those under consideration will be contacted.