



JOB DESCRIPTION

Title: **ENERGY SERVICES MANAGER**
Department: Power
Class Code: 5165
FLSA Status: Exempt
Effective Date: March 1, 2003 (Rev. 09/2023)

GENERAL PURPOSE

Under general supervision of the Assistant Power Director, performs professional administrative and field work in the development, design, marketing and implementation of customer services for all classes of Murray City Power customers, as well as cost of service study projects, sustainability projects, rate analysis and design projects, and power load analysis and forecasting.

ESSENTIAL DUTIES

- Participates in Demand Side Management decision making and implementation; responsible for encouraging, developing and conducting energy efficiency programs that meet Murray City Power goals and customer needs.
- Conducts walk-through energy audits for residential and commercial customers, providing analysis of current circumstances and options for customers to increase energy efficiency and cost effectiveness of their power consumption; responds to customer inquiries and referrals on energy consumption and high bill complaints using personal expertise or various other resources in the department.
- Identifies Key Account customers and develops and maintains profile database including information on the customer's needs, requirements, activities, associated business trends, manufacturing or production processes, and personnel, including establishing and maintaining open, personalized, credible business relationships with decision makers at all levels in Key Account organizations.
- Participates in creating solutions to customer's energy challenges and/or service needs; assumes role of leadership in coordinating modification of existing services, products, and policies, or the development of new products or services, etc., in response to industry changes and customer expectations.
- Responsible for the department's net metering program; assists net metering customers and vendors through the process of installing PV solar systems; participates in net metering policy, rate analysis and adjustments.
- Manages sustainability projects (solar, electric vehicle charging infrastructure, etc.) for the department and city; participates in grant writing when Federal or State funding is available.
- Coordinates operation and maintenance of city-owned electric vehicle charging infrastructure; participates in electric vehicle policy, rate analysis and adjustments.
- Responsible for management and marketing of city-owned Renewable Energy Credits (RECs).

- Prepares necessary reports and makes periodic presentations to management, Mayor and City Council regarding rate performance, Supply Cost Adjustment calculations and implementation, and other topics as assigned.
- Participates in coordination and performance of periodic cost of service analysis projects, rate analysis and design projects, and power load analysis and forecasting projects.
- Assists in annual preparation of budget proposals pertinent to assigned responsibilities.
- Develops, coordinates, implements, and maintains student education programs in the Murray schools, including classroom materials, presentations, and others that may be developed through contracts and direct involvement.
- Coordinates Power Department participation in, or sponsorship of, community events (Public Power Celebration and Arbor Day/Earth Day, etc.) that benefit customers and build positive public relations for the department or city.
- Develops, coordinates and implements public education programs, including literature distribution, preparation of customer newsletters, presentations to community groups and advertising campaigns.
- Responsible for design, implementation and regularly updating the Murray City Power internet website.
- Designs and documents computer-based models, databases, and data handling systems associated with above duties.
- Prepares reports and conducts surveys, studies, and special projects, as required and assigned.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a four-year college or university with a bachelor's degree in public relations, marketing, business administration, energy management, sustainability, or related discipline, and two (2) years energy market or electric utility experience or any equivalent combination of education and/or experience.

Special Requirements

- Must possess a valid Utah Driver License or be able to obtain one within six (6) months of employment.
- Must have current Energy Auditor Certification or be able to obtain such certification within six (6) months of employment.

Necessary Knowledge, Skills and Abilities

- Knowledge and experience in marketing energy services and data analysis techniques, knowledge of energy efficiency and conservation methods; knowledge and experience with problem solving, negotiation and relationship building with staff and customers.
- Skill and proficiency in use of personal computers, particularly spreadsheets, databases, word processing, web development software and Windows operating environment.

- Ability to communicate effectively both verbally and in writing to maintain effective working relationships with employees, the public and outside agencies; to include an outgoing assertive presentation style.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; vehicle; pager; copy and fax machine and other equipment pertaining to this position.

PHYSICAL DEMANDS

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

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____