

# Help Wanted: City of New Bedford hiring Assistant Project Manager (Energy)

**Job Title:** Assistant Project Manager (Energy)

**Pay Grade:** M-A

**Pay Range:** \$33,744 – \$42,433

## **JOB SUMMARY**

Manages the implementation of the New Bedford Energy Now (NBEN) program and assists the Energy Manager in his/her duties. The scope of work covers all the Energy Office programs that support energy efficiency, solar, transportation and electricity supply aggregation. For residential and small business program NBEN, the Assistant Project Manager will work closely with Energy Office staff, other City Departments, local community groups, industry and non-profits to streamline the overall NBEN program. The goal is to enhance all this coordination in a systematic, impactful, and cost effective manner – a "one-stop" shopping approach – amongst all partners. The NBEN program utilizes our partnerships of community networks to drive demand for NBEN programs services and guidance.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

- Creates and executes project work plans, budget and schedule in order to meet the needs and requirements for the expansion of NBEN's community-based energy programs.

- Manages partner relationships and communications.

-Assembles and interprets a variety of energy related data and prepares accurate written reports.

-Attends community forums, public meetings and other events, and makes individual and public presentations on programs. Some weekend and evening meetings should be expected.

-Contributes to written communication materials such as newsletter, website, factsheets, news releases, presentations, grant proposals and reports.

-Provides oversight, implementation, tracking and reporting on grant-related activities as prescribed by each funding source.

-Assists the City in making informed decisions on policies, projects and programming related to these programs that resolve critical barriers to meeting New Bedford's energy goals.

-Leverages resources/aligns efforts between programs and organizations.

-Activities could include an extensive grass roots outreach, engagement and education campaign, including, but not limited to, door-to-door canvassing, creative marketing and hosting community events, as designed by the partners, workshops, tabling and the like. Locations include various offices, public/community meetings, private homes and businesses. These activities may occur during the day or evening.

-Performs other duties as may be assigned and collaborate with other staff on work as needed.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. 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. The job description does not constitute an employment agreement between the employer and*

*employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

BA preferred. Familiarity with energy efficiency, conservation, solar, aggregation and/or a willingness to learn. Experience with project management and coordinating efforts between multiple entities. Experience with database management. General knowledge of and a personal commitment to environmental and sustainability issues. Ability to communicate clearly and effectively to internal staff, external collaborators and the public.

### **Necessary Knowledge, Skills and Abilities:**

Excellent interpersonal, team building, analytical, and problem solving skills. Attention to detail and high level of accuracy; ability to work under pressure and/or frequent interruptions; effective organizational skills. Knowledge of personal computers, various programs such as Microsoft Office, and written skills is necessary. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public. Project management experience and the ability to leverage resources and connect the dots a plus.

## **SPECIAL REQUIREMENTS**

-Criminal Offender Record Investigation (CORI) background check mandatory.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives supervision and works under the broad direction of the Director of the respective Department including Community Services, Planning, and Parks & Recreation.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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. While performing the duties of this job, the employee will work in a variety of settings. These conditions include various offices, public/community meetings (which may occur during the day or evening), private homes and businesses. The noise level in the work environment is usually quiet in the office, but may vary between low and high in other settings. While performing the duties of this job, the employee is frequently required to talk or hear, sit, use hands to handle, feel or operate objects, tools or controls; reach with hands and arms. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus.

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*The City of New Bedford, MA is an Equal Opportunity Employer.*