

City of Somerville, Massachusetts
Job Description

Position Title:	Residential Decarbonization Manager	Grade Level:	NU07
Department:	Mayor’s Office of Strategic Planning and Community Development Housing Division	Date:	10/06/2023
Reports to:	Director of Office of Sustainability and Environment	FLSA Status:	Exempt

Statement of Duties

The Residential Building Energy Manager will support the City’s goal of an equitable, resilient, thriving, and carbon-negative city. The Manager will be responsible for reducing and mitigating emissions from residential buildings, the community’s largest source of greenhouse gas emissions. The Manager is expected to educate property owners and residents, reduce energy burdens, and facilitate the transition to all-electric and renewable systems through equity-centered initiatives. The employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Develop programs and policies for implementation that would help the City reach a target of decarbonizing 5 housing units per day through 2030.
- Lead innovative approaches to identify and solve for gaps towards the electrification and decarbonization of housing stock.
- Build and maintain relationships and collaborations on programs and projects with key internal and external parties, stakeholders, and public utilities. Build consensus among new programs and policies.
- Oversee implementation of programs and policies, as well as facilitate hand-offs to implementing departments. Manage projects within the scope, schedule, and budget baseline. Monitor project progress, forecast expenditures, and mitigate risks.
- Research, identify, track, create, develop, manage, coordinate, recommend, implement, analyze, execute, and evaluate both short- and long-term innovations, best practices, strategies, plans, projects, programs, and policies.
- Lead and contribute to fundraising efforts. Identify, support, and execute grants and contracts. Oversee contractor and consultant work.
- Provide professional and technical administrative approval on City processes, in accordance with local and state regulations.
- Communicate complex ideas and processes succinctly in plain language. Support the development and maintenance of landing pages and materials by providing technical information and resources.
- Respond to inquiries promptly, appropriately, and accurately.

Supervision Required

Under administrative direction, working from municipal policies and objectives; individual establishes short and long-range plans and objectives, own performance standards and assumes direct accountability for results. Employee is expected to exercise initiative in anticipating maintenance issues and problems that will confront the High School and other green buildings. Consults with supervisor where clarification, interpretation, or exception to municipal policy

City of Somerville, Massachusetts
Job Description

may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility

Employee is accountable for the direction and success of all department programs accomplished through others. The manager is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The manager typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and staffing requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Accountability

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality and/or loss of life to the public or employee.

Judgment

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity

Work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments involve studying trends in the field for application to the work; assessing services and recommending improvements.

Nature and Purpose of Personal Contacts

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of

City of Somerville, Massachusetts
Job Description

procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Confidentiality

Employee has access to some confidential information obtained during the performance of the regular duties of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree and five to seven (5-7) years' experience in sustainable development and/or practices, building decarbonization, energy efficiency strategies, energy regulation, program management, urban planning, public policy; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Possess a valid MA Driver's License, with a responsible driving record OR the ability to move independently between various job sites in one day.

Preferred:

Master's Degree in urban planning, environmental science, studies, or policy, sustainable design, climate change, environmental engineering, or related field. Experience managing or coordinating a federally funded initiative. Previous experience working with contractors. Experience with system design and installation for air source heat pumps.

Knowledge, Abilities and Skills

Knowledge: Demonstrated technical expertise in residential building science and energy efficiency. Demonstrated knowledge of applicable local, state, regional, utility, and federal programs and incentives, as well as agencies, laws, polices, and regulations. Working knowledge of the organization and operations of municipal governments. Working knowledge of permitting, financing, and construction processes. Demonstrated knowledge of and interest in subject matter areas including but not limited to landlord/renter strategies, income eligible incentives, affordable housing incentives, weatherization, energy efficiency, environmental economics, energy regulation and law, renewable energy, renewable thermal, electrification, decarbonization, public health, environmental health, environmental, social, and racial justice, equity, diversity, climate change mitigation and adaptation strategies, sustainable technologies and design and retrofitting, and municipal government. Knowledge of effective engagement and communication strategies is preferred.

Ability: Ability to carry complex projects from concept to implementation, use creative thinking to solve problems, and work in a fast-paced environment. Ability to work independently and also effectively with the City's interdepartmental staff. Ability to read and understand engineering plans and supervise implementation of projects. Ability to handle problems and emergencies effectively. Ability to communicate effectively orally and in writing with state and federal agencies, architects, contractors, developers, owners, supervisors, employees, and the public professionally, promptly, effectively, and accurately. Ability to work with clients or stakeholders in management of compliance scenarios and with dissatisfied clients or stakeholders. Ability to work and interact effectively with individuals and groups with a variety of identities, cultures,

City of Somerville, Massachusetts
Job Description

backgrounds, and ideologies. Demonstrated ability to manage multiple tasks and deadlines. Demonstrated ability to maintain, manage, and organize records. Ability to communicate complicated ideas succinctly and persuasively. Ability to deliver feedback to staff. Ability to reliably attend outreach events, including on weekends and evenings.

Skills: Superior team building skills, including the ability to coordinate and lead diverse teams of individuals towards cooperative management goals and objectives. Exceptional attention to detail. Skilled public speaker. Excellent written and oral communication with peers, consultants, contractors, and representatives of other agencies. Strong interpersonal and critical thinking skills. Excellent computer skills for word processing, spreadsheets, and databases; excellent analytical skills; experience with virtual meeting programs such as Teams and/or Zoom. Proficient in Microsoft Word, Excel, Access, PowerPoint, and Project. Experience with Citizenserve and Microsoft Office 365 OneDrive are preferred.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee will be required to work beyond normal business hours to attend evening meetings, weekend events, or complete work assignments. Employee will need to be on site and in person as needed. Employee may work remotely at supervisor's discretion and when work does not require them to be on site/in person.

Physical and Mental Requirements

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 position's essential functions.

Physical demands will include lifting and wheeling up to 50 pounds at a time (for example, setting up outreach table and tent, and moving boxes of supplies), standing for long periods of time at events, traveling door-to-door, as well as periodically working outdoors in various weather conditions for most months of the year.

Physical Skills

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30 lbs.).

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

Visual Skills

Visual demands require constantly reading documents for general understanding and analytical purposes.