



JOB ANNOUNCEMENT

Regional Energy Planner/Project Manager

General

The Chittenden County Regional Planning Commission (CCRPC) is seeking a person highly motivated to address climate change and Vermont's clean energy goals by helping our municipalities implement projects from their adopted Energy Plans. We are looking for the right person and are open to a range of experience from entry level to a more senior professional.

The CCRPC serves the Burlington, Vermont region and provides terrific work/life balance in an area known for its natural beauty and recreational opportunities. As an employer, we strive to provide an environment that supports our employees in maintaining a healthy work/life balance. The workplace is friendly and flexible. Our offices are in downtown Winooski along the river in a great walking environment with a variety of restaurants, services, and businesses.

The Regional Energy Planner will be supervised by the CCRPC Planning Program Manager and work on projects with several municipalities. These projects will include those that reduce overall energy use through conservation/efficiency measures and to shift energy use from fossil fuels to renewable sources (primarily electricity and biomass). These projects will provide quantifiable benefits to communities in terms of cost savings and in terms of carbon reductions. This position may also work in other program areas including, but not limited to regional planning and land use planning.

This position is primarily funded by a special allocation from the legislature for FY22 (July 1, 2021 through June 30, 2022) and is expected to continue through at least FY23 and FY24.

Expected Functions

It is expected that the position will complete different actions across several municipalities, but some items will be universal and more regionwide. The actions will likely change over time, but the following are all potential responsibilities of this position:

- Education/Promotion – public education to individuals and businesses on energy conservation practices and programs, rebates, incentives, energy goals, progress on meeting goals, and state and local initiatives.
- Management of energy projects – Preparation of requests for qualifications and proposals, contract review, vendor management for projects that may consist of energy audits of public buildings, installation of electric efficiency measures, LED lighting upgrades, renewable energy generation development, electric vehicles, and associated charging equipment.
- Research and recommendations to municipal and regional officials on key energy implementation measures necessary to reduce energy use, increase use of renewable energy, and decrease fossil fuels use in the heating, transportation, and electricity sectors.
- Grants – grant writing, grant administration, and project management to support energy projects identified above.

- Planning, policy, and data – updating local energy plans, solar siting, gathering local energy/carbon data, and drafting local codes.
- Basic office functions as needed, such as data entry, file management, and customer service.

Knowledge

- Basic understanding of municipal, regional, and state government operations.
- Specific knowledge relating to energy efficiency, planning and analysis to include topics such as: solar energy generation, weatherization, non-fossil fuel thermal systems, building conditioning, building audits, reduction of transportation energy needs, electric vehicles/charging equipment, and connections of land use planning to energy use.
- Working knowledge of Vermont energy requirements and programs is ideal, but not a requirement.
- Competency in Microsoft Office and Internet applications

Skills

- Strong written and oral communication skills, including presentations before government bodies and other groups
- Strong research and analytical skills
- Excels at project management, organization, project planning, and an ability to juggle competing priorities
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment and with a variety of personalities
- Flexibility and humor

Minimum Qualifications

Requires a bachelor's degree in planning, transportation, public administration, engineering, natural resources, or related field.

The individual selected must be a self-starter, able to work independently and stick to deadlines. Regular night meetings will be expected. Valid driver's license required. Salary ranges are from \$40,000 to \$85,000 dependent upon qualifications and experience.

DIVERSITY STATEMENT

The CCRPC believes a diverse and culturally proficient staff are pivotal to creating an environment free of inequities. Accordingly, the CCRPC's goal is to provide our membership and community with services enhanced by the professional contributions of culturally competent representatives of different races, socioeconomic backgrounds, ethnicity, gender, gender expression, physical ability, age, and sexual orientation. Successful candidates must be committed to working effectively with diverse community populations and expected to strengthen such capacity if hired. CCRPC is an equal opportunity employer.

Please send a letter of interest and resume (with three references and contact information) in a single pdf to Charlie Baker, Executive Director, at: cbaker@ccrpcvt.org. We will begin reviewing applications on July 15th. We may share applications with other Vermont regional planning commissions. Please let us know in your letter of interest if you do not want us to share your application. This position will remain open until filled. No phone calls please. Applicants should be available for an interview.