



## **ACRPC ENERGY PLANNER**

### **Job Description**

#### **General Description:**

The Energy Planner will work under general supervision of the Executive Director and will be expected to serve as a member of the team of planning staff at the Commission, and to work closely and effectively with other staff members.

#### **Characteristic Duties:**

First, in their capacity as the regional energy planner, the planner will work to address climate change and Vermont's clean energy goals by working to refine the Draft Regional Energy plan into a document for adoption. Once the regional plan is completed, the planner will help municipalities readopt their Municipal Energy Plans. Upon completion of the plans, the planner will be tasked with helping implement projects listed as implementation actions in the regional and municipal energy plans. 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. Among these projects will be overseeing Implementation grants to several communities from the Municipal Energy Retrofit Program (MERP) This position may also work in other program areas including, but not limited to regional planning and land use planning.

#### **Characteristic Duties:**

Projects will likely change over time, but the following are all potential responsibilities of this position:

1. Planning, policy, and data – updating the regional and local energy plans, solar siting, gathering local energy/carbon data, and drafting local codes.
2. Management of energy projects – Work with municipalities or other local energy organizations, like CEACAC, to implement local energy projects. Specific activities may include preparing 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.
3. Grants – grant writing, grant administration, and project management to support energy projects identified above.
4. Education/Promotion – 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. Provide 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.



## **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 Google Docs, Microsoft Office and Internet applications.

## **Required 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

## **Qualifications:**

Minimum qualifications include 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. This position requires attendance at outside meetings and public hearings, and may include limited field work; the employee must be flexible in their scheduling. Must be a U.S. citizen or an alien lawfully authorized to work in the United States. Valid driver's license required.

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