



Ho-Chunk Nation

Job Description



TITLE: ENERGY MANAGEMENT MANAGER		JOB CODE: ENMM
GOVERNMENT - EMPLOYEE	EEO: 2	PAY GRADE: 36
EXEMPT	FLEX	FUNDING SOURCE: NPD
NATIVE AMERICAN PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

This position will develop and implement practices and procedures designed to reduce energy consumption and/or improve efficiency of usage by monitoring facility energy use. Provide clear and concise reports on alternative, renewable energy technology to determine feasibility and cost effectiveness in preparation for annual budgeting.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Daily completion of all administrative duties in a timely fashion and to the appropriate level of detail.
2. On a weekly basis, research and establish platforms for energy savings with the goal of aligning all operational functions with a structure that is focuses on forward looking, preparing and approving environmentally safe and energy efficient procedures.
3. On a monthly basis, schedule team and/or workgroup meetings to define project scope, goals and deliverables, and formulate contingency plans for continued improvement and growth of efficient and productive energy coverage.
4. Monthly site inspections to ensure that all quality and service standards are met.
5. Monthly inventory of internal energy supplies with replacement parts for all Ho-Chunk Nation facilities and properties.
6. Annual strategic planning direction, development, and implementation to sustain the energy program with measurable financial outcomes.
7. Create energy policies and procedures and schedule annual review for updates.
8. Annual reports submitted to the Department Executive Director and Legislature on energy legislation.
9. Other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans, interprets policy, implements operating plans
Supervisory Accountability	Supervises non-managers
Organizational Accountability	Manages sub-unit of a department
Financial Accountability	Manages operating budget, monitors expenditures
Customer Accountability	Interfaces with officials and executives, regulatory authorities, outside customers, inside customers
Freedom to Act	Sets broad policies and objectives, operates with significant independence, subject to general input from supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's degree required; engineering, energy management or electrical engineering.
2. Master's degree preferred.
3. Certified Energy Manager (CEM) required.

ESSENTIAL:

1. Valid driver's license, appropriate vehicle insurance, and dependable transportation.
2. Background check.

EXPERIENCE:

1. Five (5+) plus years of experience in energy procurement and/or energy market analysis and policy.
2. Five (5+) plus years of annual budget experience and capital funding development.
3. Four (4+) plus years of experience with utility quality and test standards regulatory compliance and testing.
4. Preferred two (2+) plus years of experience working with a native nation government.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Working knowledge of battery systems, renewable power, and grid distribution lines.
2. Ability to facilitate and lead workgroups and/or team toward task completion.
3. Knowledge of best practice operating strategies on energy efficiency technologies.
4. Knowledge of Ho-Chunk, local, state, and federal energy programs, including but not limited to the Environmental Protection Agency's (EPA) Energy Star program, work with facility managers and staff to ensure that the highest possible scores are achieved and to ensure that each property maintains its projected energy level.
5. Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
6. Ability to maintain a strong, sustainable relationship with management and vendors.
7. Ability to be objective while negotiating energy product purchases, installation, and monitoring data and maintain accurate records.
8. Ability to ensure organizational adherence and accountability to standard operating procedures.
9. Ability to lead the planning and implementation of a project's life cycle, share advice, and provide training on energy efficiency.
10. Possess strong analytical, interpersonal, and communication skills.
11. Excellent writing skills with the ability to translate complex operations and functions to a diverse audience.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Travel schedule, Monday – Thursday (weekly) up to 80%.
2. Any physical demands of the position are on the Physical Demands Worksheet as referenced.