

Job Description

Intermunicipal Regional Energy Coordinator

General

The Intermunicipal Regional Energy Coordinator (IREC) will be a TRORC contract position supervised by the TRORC Executive Director and tasked to work with seven towns jointly. Representatives from the seven towns have formed a Steering Committee that will set mutual and town-specific direction, tasks, and goals.

The aim of the position is to reduce overall energy use through conservation and efficiency measures, as well as to shift energy use from fossil fuels to renewable sources. These efforts will be primarily focused on, but not limited to, municipal or public buildings, vehicles and services. The position will produce quantifiable benefits to communities in terms of cost savings, energy reduction, and also in terms of carbon reductions. It is understood that many energy measures will have initial capital costs, but the goal is that annualized costs (direct financial and externalized carbon costs) will be reduced.

Expected Functions

It is expected that there will be different actions across the seven towns, but some items will be universal and will benefit from scale. Participating towns vary in their facilities/needs from having several buildings and a vehicle fleet, to a few buildings and vehicles. Most towns have only a few paid staff. The actions may change over time, but the following are all potential responsibilities of this position:

- Physical projects – arrange energy audits of public buildings and coordinate follow-up efficiency measures; conduct research and provide recommendations on purchasing of vehicles, operations practices to improve efficiency, and LED lighting upgrades; facilitate construction of EV charging stations, park and ride lots, and expansion of transit; create renewable generation; provide assistance with new buildings incorporating energy goals.
- Grants – research grant opportunities and write/manage grants to support actions.
- Data/planning, and policy – gather local energy use/carbon data, draft local zoning provisions and/or energy codes to promote energy conservation, efficiency and renewable power/thermal generation, support energy legislation, update local energy plans.
- Communication/Education – Communicate key topics and information for energy decisions to municipal officials in public meetings; convey progress on meeting local energy goals and garner support for the program; and educate individuals and businesses on conservation practices and programs, rebates, incentives, and energy goals.
- Basic office functions as needed, such as data entry, file management, and customer service.

Knowledge

- Basic understanding of municipal government operations at the small scale
- Knowledge of Vermont organizations and agencies working in the energy field (VECAN, Vital Communities, Efficiency Vermont) is a plus.
- Specific knowledge relating to solar energy generation, weatherization, non-fossil fuel thermal systems, building audits, reduction of transportation energy needs, electric vehicles, energy data sources and tracking programs, and connections of land use planning to energy use.

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- Competency in Microsoft Office and social media. GIS a plus.

Skills

- Proven strong written and oral communication skills, including presentation before groups and facilitation of local decision-making
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Able to work on several projects simultaneously and prioritize workload
- Ability to work effectively in a team environment and with a variety of disparate personalities, and also to provide leadership on initiatives
- Construction project management is a plus
- Maturity, flexibility, and humor

Minimum Qualifications

Undergraduate degree required, preferably in engineering, energy, policy, or related field. Masters degree is a plus. Practical experience, outside of education, in related areas of knowledge is desired, with 3-5 years of experience preferred. Able to operate in the field in all weathers. Must have reliable transportation, ability to work from home if needed, and ability to attend in-person or virtual night meetings.

TRORC is an equal opportunity employer.