



JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	City Manager's Office
DIVISION:	Office of Sustainability
POSITION TITLE:	Energy Operations Analyst
JOB TYPE:	Internship (20 hours/week)
PAY GRADE/RANGE:	\$15 hourly
WORK-STUDY ELIGIBLE:	Yes, for Northwestern and Loyola students
OPENING DATE:	1/1/2018
CLOSING DATE:	1/21/2018
DURATION:	January – December

NATURE OF WORK:

Evanston has a long track record of leading on climate action. In December, 2018 the Evanston City Council unanimously adopted the Climate Action and Resilience Plan. This plan established a framework of achieving carbon neutrality by 2050, Zero Waste by 2050, 100% Renewable Electricity by 2030 and other ambitious goals. The City seeks applicants interested in helping Evanston achieve these targets. Specifically the Energy Operations Analyst will focus on supporting energy efficiency measures within City operations. The Energy Operations Analyst will work alongside the Facilities Management Division and Public Works to provide project support for energy efficiency and retrocommissioning projects. This position will work out of the Morton Civic Center and will be primarily office work. Work will take place during normal business hours (Monday – Friday 8:30 – 5:00).

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Support implementation of the energy and climate sections of the Climate Action and Resilience Plan (CARP)
- Compile and upload utility related data for relevant city-owned properties into the EPA's Portfolio Manager (training will be provided)
- Analyze building utility usage data over time to try to identify trends and anomalies within usage data that can be reported to the city Facilities Management Division
- Provide coordination support between the City, Nicor Gas and ComEd to ensure the City is taking advantage of energy savings rebates
- Organize and analyze solar and electric vehicle charging data for City-owned installations
- Create building performance profiles for relevant city departments and share building profiles with those departments
- Under direct supervision of the Sustainability Coordinator develop a municipal operations greenhouse gas emissions inventory

- Provide support to the Office of Sustainability in updating the City's greenhouse gas emissions inventory
- Other tasks and duties as assigned by the Sustainability Coordinator

DESIRED QUALIFICATIONS:

Applicants must have strong organization skills and written communication skills. Additionally, applicants should be very comfortable using the basic Microsoft Suite (Excel, PowerPoint and Word) with the ability to learn new software programs like US EPA's Energy Star Portfolio Manager. Applicants must have a desire to develop their Excel skills. Applicants from all fields of study are welcome to apply. No prior experience is required but applicants with a strong interest in either municipal government, energy management, data science and public sector data management will be given priority. Applicants may be required to complete Excel related exercises to demonstrate their comfort/experience with Excel related work.

PHYSICAL REQUIREMENTS OF WORK:

The ability to work in a sedentary position, occasionally using force to lift, carry or otherwise move objects normally found in an office setting. The employee is subject to inside and outside environmental conditions.

SUPERVISION:

This position will report directly to the Sustainability Coordinator.

PUBLIC CONTACT:

This position will support internal City of Evanston staff and will have limited contact with the general public.

APPLICATION SUBMISSION:

Applicants selected for interview should be prepared to demonstrate their capabilities using Excel. PDF versions of a resume and cover letter should be submitted to the Office of Sustainability via e-mail at Sustainability@cityofevanston.org by January 21, 2019.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).