


Draft version



Intelligent Energy  Europe

Annex 2.1

Municipal Energy Manager (EM) Municipal Energy Management Unit (EMU)

Sample job description

Introduction



The Energy Manager is a key figure to carry out important measures related to the Kyoto target, such as the energy efficiency certificates mechanism, the national targets for renewable energy sources, the buildings certification procedure, the emission trading and the IPPC directives.

In some EU countries like Italy various laws, decrees, and technical standards have implied the development of the Energy Manager role that has become a very complex figure with expertise in many fields, like energy, environment, finance, and communication, hence the establishment of Energy Manager institution and its successful operation should be supported also by the national legislation and the central government.

The Energy Manager should have support on specific training, collection of problems, and best practice among Energy Managers, dissemination of best practices among Energy Managers through designated web site, publication of an electronic yearly book collecting the appointed Energy Managers, reporting the main figures on the subject, and giving advices on the appointment procedure, etc.

Typical barriers

Some **typical barriers** that Energy Managers may face in their work:

- Energy far away from the every day activities of the municipal management
- Top management unaware of energy issues
- Lack of capability for Energy Manager to speak non-technical languages with the people who take the decisions about investments
- Lack of economical and financial resources
- Unfavorable rules for Energy Manager budget allocation.

Practical solutions

To overcome these issues some **possible practical solutions** might be tp:

- Use the mass media campaigns to create a general awareness about energy issues
- Train the Energy Managers in order to give them environmental, financial and communication skills
- Promote the creation of ESCOs capable to offer services which include third party financing and energy performance contracting
- Convince the top management to leave to good Energy Managers part of the savings that they guarantee through energy projects and measures.

Option one:

Municipal Energy Manager (EM)

Municipal Energy Management Unit (EMU)

Acting as a part of the municipal administration

Role

This option is applicable in medium and big municipalities

EM leads and manages the whole process of energy production, distribution, and consumption on behalf of the Municipality on the entire municipal territory.

EM secures the sustainable implementation and successful practice of the municipal energy planning process.

Position in municipal administration

EM should be positioned at high administrative level at the position of deputy mayor or chief architect and reports to the mayor/deputy mayor in charge.

The Energy Manager's contract should be of long-term contract and not depending upon the duration of the municipal management mandate.

Functions



The EM ensures and mobilize through the mayor a political support for consistent and sustainable Municipal Energy Planning (MEP) and Energy Management Processes.

To initiate, develop, organize, implement, coordinate, and report to the Municipality management the results of MEP implementation. The regular reports should be provided at least twice a year, for example before and after the heating season. In addition, the EM should report any other time when it is requested by the Municipality management or in an emergency.

Tasks

EM should initiate, manage and maintain a municipal information system for energy consumption within municipal territory.

EM assists the municipal management in MEP process.

EM organizes and monitors the MEP implementation process.

EM identifies the needs of external technical assistance.

EM organizes and monitors the procurement process for energy efficiency consultancy/design and construction supervision services; energy efficiency projects in building, transport, industrial, tourist, commercial, service, and agriculture sectors related to energy production and consumption; use of sustainable and Renewable Energy Sources etc.

EM evaluates the contribution of external consultants and the impact on the MEP process.

EM mobilizes funding for the development and implementation of MEP.

EM mobilizes social support for the implementation of MEP.

EM is responsible for the activities related to carbon emissions reduction.

EM ensures the participation of the municipality in EU and international programs and projects for energy and water use efficiency and environment protection.

EM ensures the dissemination of the good practices, the results of successful MEP and demonstration projects etc.

Qualification

Preferably the Energy Manager should be Economist, Mechanical Engineer, Electrical Engineer, Plumbing Engineer, Structural Engineer, or Architect. Management experience and computer skills are a must. English knowledge shall be an advantage.

Professional background

Five years experience at least in the energy and financing projects management; consultancy sector; design and construction works' supervision and person with good reputation.

Experience in municipal activities and environment protection projects will be an additional advantage.

Main activities

Coordinates the every day work of all municipal departments (for instance Public Works Department, Legal Department etc.) and officers involved in municipal energy program implementation process.

Negotiates, mobilizes, organizes and coordinates the designated external task force for the every day work on the MEP.

Reports to the Municipality management the new MEP or current MEP implementation progress and takes all corrective necessary actions.

Deals with mass media, private business and population for all aspects of energy efficiency and also municipal initiatives as *Energy days, Cars free days etc.*

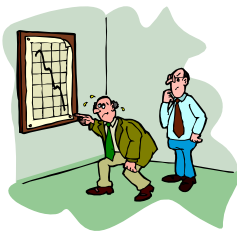
Option two:

Municipal Energy Manager (EM)

Municipal Energy Management Unit (EMU)

Acting as external consultant

Role



EM or EMU leads and manages the whole process of energy production, distribution, and consumption on behalf of the Municipality on the entire municipal territory.

EM or EMU secure the sustainable implementation and successful practice of the municipal energy planning process.

Relations with municipal administration

This option is applicable in small municipalities

The relations between the Municipality and the external EM / EMU along with the scope of work, the time frame, the mutual commitments, the rights, the technical and the financial issues should be arranged on the legal basis of bilateral contract which should be subject of mayor and the municipal council approval.

A payment mechanism should reflect delivery /poor performance /good performance in the payment of the appointed external EM/EMU.

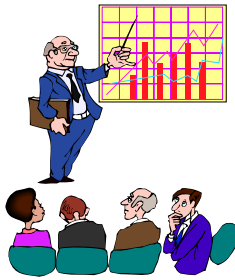
The external EM or EMU shall report upon an adopted time schedule to the mayor/deputy mayor in charge, the chairman of the municipality council and the chief financial officer of the municipality.

Functions

EM/EMU could serve as external consultant for more than one municipality in the region

EM / EMU ensures and mobilizes political support through the mayor and municipal management for the Municipal Energy Planning (MEP) and Energy Management Processes.

To initiate, develop, organize, implement, coordinate, and report to the Municipality management the results of MEPs realization.



Tasks:

EM/EMU should initiate, manage and maintain a municipal information system for energy consumption within municipal territory.

EM/EMU assists the municipal management in MEP process.

EM/EMU organizes and monitor the MEP implementation process.

EM/EMU identifies the needs and propose other external technical assistance.

EM/EMU assist and monitor the procurement process for energy efficiency projects.

EM/EMU organizes and monitors the MEP implementation process.

EM/EMU evaluates the contribution of external consultants and the impact on the MEP process.

EM/EMU is responsible for the activities related to carbon emissions reduction.

EM/EMU mobilizes funding for the development and implementation of MEP.

EM/EMU mobilizes social support for the implementation of MEP.

To ensure the participation of the municipality in EU and international programs and projects for energy and water use efficiency and environment protection.

EM/EMU ensure the dissemination of the good practices, the results of successful MEP, demonstration projects etc.

Qualification

NGO, energy agency, private/independent consultancy, municipal or ESCO company with relevant experience and good reputation/references.

Preferable background

Five years at least experience in energy and financing projects management; consultancy sector; design and construction works' supervision. Experience in Public Private Partnership projects, municipal activities and environment protection projects will be an additional advantage.

Main activities



The EM/EMU to communicate and coordinate on behalf the mayor/deputy mayor in charge the every day work of all municipal departments (for instance Public Works Department, Legal Department etc.) and officers involved in municipal energy program implementation process.

The EM/EMU negotiates on behalf of the municipality, mobilizes, organizes and coordinates the designated external task force for every day work on the MEP.

In line with the adopted time schedule the EM/EMU reports to the Municipality management the new MEP or current MEP implementation progress and takes all corrective necessary actions.

EM/EMU should involve also the Asset managers with the responsibility to control the energy consumption of the buildings - which impacts on their revenue budgets- and hopefully focuses their attention on energy use.

The EMU deals with mass media, private business and population for all aspects of energy efficiency and also assists the municipality in organizing initiatives as *Municipal Energy Days, Cars/CO2 Free Days etc.*