



*town of*

# LONGMEADOW, MASSACHUSETTS

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ERICA GELINAS *Human Resource Manager*



## **Posted 07/11/2023- ERG**

### **Energy & Materials Conservation Manager-**

The Town of Longmeadow, MA is seeking qualified applicants for the FT position of Energy & Materials Conservation Manager. Under the limited direction of the DPW Director, performs program design, development, analysis, and implementation of the Town's energy conservation and efficiency programs and the Town's municipal recycling and yard waste/composting programs. Performs customer relations, outreach and education duties related to waste disposal DPW programs, including solid waste reduction, education, safety, and more.

The Energy & Materials Conservation Manager is Responsible for the administrative, technical, and supervisory tasks related to all renewable energy and energy efficiency and conservation policies, practices, and projects for the Town. Responsible for the development, management, and coordination of duties to identify, develop, implement, and manage innovative and effective programs and policies to achieve a high level of energy and resource sustainability for the municipal sector. Coordinates with the DPW Facilities Director to implement municipal energy use reduction projects and strategies in municipal facilities. Responsible for identifying, developing, implementing, and managing relevant and targeted energy conservation and education programming for the residential and commercial sectors. Attends meetings of appropriate Boards and Committees and other public meetings as required to further the Town's energy use reduction goals and the relevant goals of the Long Range Plan.

The successful candidate should have Associates Degree required, preferred in the field of Engineering, Natural or Environmental Science, Urban Planning, Business, or related degree; Bachelor's Degree preferred.

Three to five years direct experience, preferably in a municipal setting, developing, funding, and implementing energy efficiency/management and renewable energy projects and/or programs. Experience in utility planning, research and grants writing, financial analysis, energy and sustainability, business case and case study presentations preferred. Any equivalent combination of education, training, and experience will be accepted.

Proficiency with computers, Microsoft Office, and Google Suite is required. Massachusetts driver's license required. Working knowledge of local and state regulations. Must have skill in Imagination, innovation and judgment relating to planning and achieving department goals. Must have high level of interpersonal skills and strong organizational skills in a multi-task environment. Ability to analyze, plan, prioritize, motivate, manage and implement multiple tasks and projects while meeting deadlines.

- Salary Range \$51,678 - \$70,083; DOQ/DOE; excellent benefits.
- Full Job Description is available upon request.

Submit cover letter and resume to the Department of Human Resources, 735 Longmeadow St, Suite 102, Longmeadow, MA 01106 or email [hrdept@longmeadow.org](mailto:hrdept@longmeadow.org). Posting closes July 28, 2023 at noon and then open until filled.

**The Town of Longmeadow is an Affirmative Action, Equal Opportunity Employer. We are committed to advancing Diversity, Equity, and Inclusion as a Town and to offering equal access to career development and promotional opportunities to our Town employee.**