



**CITY OF CLEVELAND**  
invites applications for the position of:

## **Energy Student Assistant**

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**SALARY:** \$11.60 Hourly  
**OPENING DATE:** 03/11/20  
**CLOSING DATE:** 04/03/20 11:59 PM  
**DESCRIPTION:**

### **Energy Student Assistant Part Time**

The Energy Student Assistant is responsible for assisting the City of Cleveland Mayor's Office of Sustainability's Energy Management team with utility data processing and validation, account management, energy reporting, and other energy and sustainability-related projects. The City of Cleveland's Office of Sustainability was established in 2005 with the mission to save the City money, reduce its ecological footprint, and provide tools and resources to make sustainability 'business-as-usual' within City departments, at home and in the workplace. Energy Management has been an integral component of the Office of Sustainability and City of Cleveland since 2006, helping the Office deliver on its mission for the City's operations as well as the City proper.

The Energy Student Assistant reports to the Energy Manager, with functional oversight for several responsibilities provided by the Energy Analyst. The Energy Management team reports to the Chief of Sustainability, and works in close coordination with other City departments and the rest of the Office of Sustainability staff to meet the City's sustainability goals.

### **EXAMPLES OF DUTIES:**

- Assist with the implementation and support of the City of Cleveland's comprehensive Energy Data Management System (EnergyCAP) including data quality and validation, vendor support, reporting, account management, and other analytical tasks.
- Coordinate with utility providers to review utility bill details and pursue electronic data import requests for multiple commodities – including electric, natural gas, fuel, steam, chilled water, water, and sewer.
- Assist with data interfaces and reporting through Energy Star's Portfolio Manager for benchmarking the energy consumption of City of Cleveland's buildings and facilities.
- Assist with energy assessments of City facilities, including but not limited to collecting and validating basic facility and energy use information, reviewing assessment reports, interacting with vendors and interfacing with interval meter data and building automation systems, as necessary.
- Assist with updating the City of Cleveland's annual Greenhouse Gas (GHG) inventory and reductions, using Sustainable Cleveland Municipal Action Plan (SC-MAP)'s custom Inventory Management System (IMS) tool, and other inventory management systems that the office may adopt in the future.
- Assist the Energy Manager and Energy Analyst with other applicable energy management projects and tasks in the fields of energy efficiency, conservation, and renewable energy, as necessary.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's Degree or a student who is in his/her junior or senior year of a Bachelor's program is required, and preferably in the fields of Mechanical Engineering, Environmental Engineering, Environmental Sciences, Environmental Policy, or Environmental Studies.
- A minimum commitment of 24 hours per week during the City's regular daytime work schedule is required.

## **SUPPLEMENTAL INFORMATION:**

### **Additional responsibilities**

- Provide support with other Office of Sustainability projects and initiatives, such as but not limited to, the City's 100% Renewable Electricity by 2050, and the LEED for Cities certification projects.
- Participate in Sustainability outreach and education events, as required.

### **Additional Qualifications:**

- A Master's candidate with at least a year remaining in his/her program before graduation is preferred.
- Ability to work up to 40 hours per week is preferred.
- A valid State of Ohio driver's license is preferred. A valid State of Ohio identification card or a valid out of state driver's license or identification card is also accepted.
- Experience with Microsoft Office including Word, Excel, Outlook and PowerPoint is required. Proficiency in Microsoft Excel is preferred.
- Experience working in or supporting complex Information Technology (IT) applications, as well as in energy management systems, energy modeling/simulation software and GIS software are a plus.
- Excellent written, oral and interpersonal communication skills.
- Experience working in a large organization and with a diverse group of stakeholders is a plus.

**Compensation: Paid Internship. This opportunity offers the student the option for obtaining academic credit.**

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Position #3596-HR  
ENERGY STUDENT ASSISTANT  
LA

[HR@city.cleveland.oh.us](mailto:HR@city.cleveland.oh.us)

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