



# TOWN OF NORFOLK

ONE LIBERTY LANE  
NORFOLK, MASSACHUSETTS 02056

## JOB POSTING

TITLE: Town of Norfolk Energy Manager

SALARY: \$24.43 per hour

### RESPONSIBILITIES:

This position is a temporary, grant funded, part-time 19 hour position. The Energy Manager will lead local efforts to identify, organize, fund, implement and monitor energy efficiency and renewable energy projects at municipal building facilities and public schools.

### QUALIFICATIONS:

Must have the ability to write clearly, prepare reports and make oral presentations. Successful applicant should have knowledge of HVAC, Electrical and Lighting Systems, Process Control and Building Codes and must possess a valid MA driver's license. An associates or bachelor's degree in engineering, energy management, and environmental science, building systems or related field is required. A minimum of two years of related professional experience, including development and implementation of energy efficiency and renewable energy problems.

Certification in any of the following: Certified Energy Manager (CEM) from the Association of Energy Engineers; Building Operator Certification (BOC) from Northwest Energy Efficiency Council; or a LEED certification issued from the US Green Building Council is desirable.

Applicants may submit a cover letter and resume to: [jobs@virtualnorfolk.org](mailto:jobs@virtualnorfolk.org)