



## ENERGY MANAGER DUTIES

In connection with the identification, reporting, and implementation of energy saving opportunities, the minimum duties of the Energy Manager (EM) are expressed below. These duties, along with any other obligation set out in the Energy Manager or other initiative contracts, should be used to develop the Energy Manager's job description. Energy Managers may work with larger C&I and Industrial Distribution Consumers for the Initiatives offered under the Industrial Program and the C&I Program.

### EM Duties

1. Energy Tracking & Monitoring - Provide a database and an energy tracking and monitoring system for each Facility / process that captures current monthly energy consumption and an electrical load inventory of major equipment. The EM will develop and deliver training to the Participant's staff on the energy tracking and monitoring system.
2. Primary Assessment – Review existing energy study reports and perform a high-level assessment, including a walk through audit of each major process area of each site, to identify energy saving opportunities and to identify which Systems will require more detailed evaluations.
3. Maintenance and Operating Schedules - Review and provide a description of the control systems, operating schedules, and maintenance practices at each Facility / process to identify operational savings. Develop maintenance practices and programs to enhance energy efficiency. Examples would include: reprogramming controls to shutdown equipment and lighting when not required, developing a checklist to ensure that all shutdown procedures are properly implemented and followed.
4. Energy Saving Opportunities & Action Plan - Identify, assess, prioritize and recommend to senior management energy-saving opportunity projects including both capital improvement projects and operational and maintenance changes. This will include the preparation of business cases to justify capital expenditures and the completion of applications to LDC CDM programs and to other agencies to maximize funding available for energy-saving projects.
5. Project Implementation & Electrical Energy Savings – Coordinate the implementation of energy-saving projects, including the planning, budgeting, and scheduling for the design, installation, commissioning, and verification of energy efficiency projects. It is expected that a project manager (not the EM) would be assigned for large capital projects.
6. Measurement & Verification Strategy – Work with Participant /Distribution Consumers to develop a strategy for the Measurement & Verification of energy-saving projects at a corporate level (i.e. not involved at project level).
7. Energy Management Behaviour and Business Process Improvements – Work to create and foster a sustainable energy management culture at the Participant's/Distribution Consumer's facilities and provide an avenue for employees to recognize and report issues and ideas regarding energy conservation and efficiency.
8. Employee Awareness Program - Implement an employee training and awareness program to promote energy conservation and communicate the energy efficiency initiatives undertaken.
9. Assistance to LDC Projects – Coordinate and assist with site inspections by the LDC/ OPA from time to time of the various measures implemented at sole discretion of the OPA or LDC, as the case may be.



Collect relevant information regarding additional electrical energy use (equipment purchases, schedule changes, occupancy changes or construction).

10. Reporting: Complete Quarterly Reports, and collect and maintain the information set out in “Evaluation, Measurement and Verification – Information”, made available on the OPA Website.