



CITY AND COUNTY OF HONOLULU
KULANA KAUAHALE A KALANA O HONOLULU
OFFICE OF CLIMATE CHANGE, SUSTAINABILITY & RESILIENCY
KE KE'ENA LOLI ANIAU, MĀLAMA 'ĀINA A ME KE OLA LOA

Position: Energy Efficiency Specialist (Planner V SR-24)

Organization description:

The City and County of Honolulu ("City") [Office of Climate Change, Sustainability and Resiliency](#) ("CCSR") was established by a City Charter amendment in 2016 with overwhelming approval by O'ahu voters. As mandated by Charter and [Ordinance 20-47](#), CCSR is tasked with seeking local information from scientists and tracking climate change science and potential impacts on City facilities, coordinating actions and policies of departments within the City to increase community preparedness, protecting economic activity, protecting the coastal areas and beaches, and developing resilient infrastructure in response to the effects from climate change. Additionally, CCSR is responsible for integrating sustainable and environmental values into City plans, programs, and policies. CCSR also administratively supports the City's [Climate Change Commission](#).

Position summary:

The Energy Efficiency Specialist develops and manages certain City programs resulting in energy and costs savings, job creation and increased equity in alignment with the City's [Climate Action Plan](#). This position reports to and works with the Energy Program Manager to implement communitywide and municipal energy and water benchmarking, buildings-related climate actions, and is responsible to manage projects to achieve the goals outlined below.

Duties and responsibilities include:

- Implements the City's Better Buildings Benchmarking Program including actions such as educating relevant stakeholders and building owners about the program, providing customer support to covered building owners, setting up relevant databases, developing program communications, data verification, reporting, and connecting stakeholders to opportunities to energy and water savings across large buildings island-wide.
- Promotes cross-agency use of energy data to drive continuous improvement and savings.
- Develops partnerships with and seeks input from key stakeholders and community members on building and energy savings projects, policies or plans to ensure diverse stakeholder input.
- Supports CCSR's delivery of required energy and sustainability reporting by gathering, tracking and analyzing relevant City and community-wide data.
- Supports development and coordination of City policies, programs and incentives to advance the City's carbon reduction, electric vehicle charging, and equity goals in City operations and among the building sector.
- Tracks relevant legislation, filings, and applications in state and federal government, and before City Council, and prepare position papers and testimony as needed.
- Seek, research, and write grant applications to secure program and project funding.
- Compile and analyze data to support program goals, grant applications, and reporting.
- Keep abreast of current programs, laws, regulations, and incentives at all levels to determine

- opportunities for energy efficiency programs/projects.
- Performs other related duties as may be assigned.

Minimum qualifications:

- At least three to five years of experience in energy fields, economic and community development or planning, including industry, policy, consulting or advocacy work
- Bachelor's degree in relevant field from an accredited university
- Experience managing projects in a team setting, including development of project plans, managing timelines, project teams or consultants
- Expertise in managing, maintaining, and manipulating large data sets and data systems
- Comfortable working independently and as part of a team in a fast-paced environment such as in an executive-level government office
- Strong interpersonal skills and experience with speaking to diverse stakeholders, such as building owners, operators, consultants, and policymakers
- Strong written and verbal communication skills to communicate complex policy issues clearly and concisely, as well as produce reports, assign tasks and accept instructions
- Knowledge of policies and programs in Hawai'i to advance energy efficiency, clean energy, community resilience, climate action and greenhouse gas emissions reduction, etc.
- Strong background with Microsoft Word, Excel, and PowerPoint

Desired qualifications:

- Advanced degree in relevant discipline such energy, economics, public policy, and community development or planning
- Experience working in U.S. EPA's Portfolio Manager
- Previous experience working in energy efficiency or clean energy fields on O'ahu (or elsewhere in Hawai'i), with government strongly preferred
- Experience managing related data and datasets for organizations (i.e. energy and water, LEED, clean energy, greenhouse gas emissions)

Compensation:

Starting salary ranging between \$71,016 – \$79,872 annually, plus full [City benefits](#).

To apply:

Please send a 1-2 page cover letter, current resume, a relevant writing sample or work product, and list of three current references to resilientoahu@honolulu.gov. Please highlight aspects of your experience that are relevant for this position and explain why you are interested in working with the City and CCSR.

Deadline to apply:

Applications will be accepted until the position is filled, but at least until **November 1, 2024**. Applicants are encouraged to submit their materials as soon as possible as they will be reviewed on a rolling basis.

Questions?

Reach out to us at resilientoahu@honolulu.gov.

[Benefits](#) of City employment include 21 days of vacation, 21 days of sick leave and 13 paid holidays annually, Employees Retirement System, medical, dental and vision coverage, possibilities for hybrid (some in-person and part-time remote) work within the State of Hawai'i, and much more!