The energy manager's job description

This paper delineates the typical scope of an energy manager's work. Of course, depending upon the size and complexity of the organisation the duties may be shared by a team or they may be addressed by one person part-time. Not all the items listed will necessarily apply in all circumstances; some will have limited applicability. Some may more naturally be delegated to outside experts. The list does not explicitly mention water but for many this is a natural extension of energy management. For some people, energy management is just one aspect of a wider environmental brief. Whatever the circumstances, this is the scope of the job as it relates purely to energy management:

1. Write an energy-management policy
2. Devise a strategy for reducing energy costs and environmental impact
3. Coordinate an energy committee and energy champions
4. Develop a programme of energy-saving projects
5. Maintain a register of energy-saving opportunities
6. Measure and verify the savings achieved
7. Maintain a watch on prices and other developments in energy markets
8. Monitor and advise on legislation, regulations, and carbon trading schemes
9. Keep abreast of potential energy and water saving products
10. Maintain records of energy suppliers, transportation and metering companies, and regulatory bodies
11. Maintain links with current and potential energy suppliers
12. Prepare invitations to tender for energy supplies
13. Analyse supply tenders and negotiate with bidders to maximise value for money
14. Collect and collate half-hourly demand profile data from electricity suppliers and corresponding data for fuel consumption
15. Recommend changes in patterns of consumption to minimise transportation charges
16. Check energy supply invoices and obtain refunds and rebates
17. Commission and supervise specialist consultants
18. Conduct or arrange energy audits and surveys, performance tests and investigations
19. Ensure timely collection of in-house meter readings
20. Implement submetering and data logging where required
21. Collect weather statistics, occupancy and production figures, and other measureable variable factors which affect energy consumption
22. Establish normal relationships between consumption and relevant driving factors
23. Analyse energy consumption histories on a weekly basis (say) to detect exceptions
24. Diagnose, investigate and rectify detected exceptions
25. Collate comparative data and yardstick figures for benchmarking purposes
26. Participate in energy benchmarking groups
27. Conduct or arrange staff awareness and motivation programmes
28. Operate an energy-saving suggestion scheme
29. Devise, commission and deliver or supervise energy training programmes
30. Report on energy consumption and costs, associated transmission and distribution costs, budget variances, costs of exceptions, and savings achieved
31. Assist with the preparation of energy budgets
32. Assist in the development of energy-conscious design, maintenance, and operation policies

For those who wish to demonstrate that they have a coordinated and systematic approach to the work (and the explicit backing of top management) their procedures, processes and documentation can be assessed against the international standard ISO50001.

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