

Planner (Municipal Building Energy and Flood Resilience)

Focus areas: Municipal building energy management, facility benchmarking, operational conservation, and flood mitigation assistance for homes and businesses.

Salary Range: \$60,000 - \$85,000 (dependent on qualifications) for a 35-hour workweek and competitive benefits package.

Location: Hybrid work environment in Sandy Hook, CT

Closing Date: Open until filled or closed.

About WestCOG

The Western Connecticut Council of Governments (WestCOG) provides infrastructure and planning services to 18 municipalities in Western Connecticut. Projects at WestCOG operate at a regional scale and require coordination across multiple municipalities, funding programs, and technical disciplines.

Job Description

WestCOG is seeking a Planner to support building performance and resilience initiatives, with a primary focus on municipal building energy management and a secondary focus on flood mitigation assistance for homeowners, businesses, and other private property owners.

Position Overview

This position will focus on building performance and resilience, with primary emphasis on municipal building energy management and secondary emphasis on flood mitigation assistance for private property owners, including homeowners and businesses.

The Planner will assist municipalities with collecting and analyzing building and energy-use data, identifying operational and management improvements, supporting energy-related project development, and evaluating capital improvements on an informed basis. The position is intended to strengthen municipal capacity to understand and manage energy use in public buildings, vehicle fleets, and related operations.

The position will also support WestCOG's flood mitigation and resilience work, particularly efforts to help owners of flood-prone homes and commercial properties understand risk, evaluate mitigation options, access funding, and move projects toward implementation.

Although the energy and flood responsibilities involve different programs and funding sources, both focus on improving the performance, safety, cost-effectiveness, and resilience of buildings. The successful candidate should be comfortable working with building information, property

owners, municipal staff, technical consultants, funding programs, and practical implementation challenges.

This is not an engineering position and does not require professional engineering licensure. However, the successful candidate should have, or be able to develop, a practical understanding of building systems and building science, including how heating, cooling, ventilation, humidity, air movement, controls, insulation, operating schedules, maintenance practices, flood exposure, building elevation, site conditions, and occupant behavior affect building performance, energy use, comfort, and risk.

Responsibilities may evolve over time based on regional needs and the qualifications of the selected candidate.

Municipal Building Energy Management

The primary focus of this position will be helping municipalities understand and improve the energy performance of public buildings, fleets, and related operations.

Responsibilities may include:

- Develop and maintain a regional inventory of municipal facilities, including building type, age, size, use, fuel source, known improvements, operating characteristics, and other relevant information.
- Collect, organize, clean, and analyze municipal utility, fuel, and energy-use data.
- Develop systems to benchmark municipal facilities and identify high-performing buildings, outliers, and facilities with unusual or excessive energy use.
- Identify low- and no-cost management and operational improvements.
- Evaluate opportunities related to scheduling, setbacks, controls, ventilation, humidity management, air movement, lighting schedules, plug loads, preventive maintenance, recommissioning, space utilization, and operating practices.
- Assist municipalities in understanding how building systems and building science affect energy use, comfort, and operational performance.
- Coordinate with municipal employees, including elected officials and department staff.
- Assist municipalities in evaluating proposals from energy service companies, contractors, consultants, utilities, and vendors.
- Develop energy management workflows, templates, data collection methods, and reporting tools.
- Identify opportunities for efficiency, electrification, renewable energy, storage, fleet improvements, and other capital projects.
- Support funding strategies, grant applications, procurement approaches, and implementation planning for appropriate energy-related improvements.
- Assist with regional approaches to energy program delivery, municipal capacity-building, and permitting modernization where appropriate.

Flood Mitigation and Resilience

The position will also support WestCOG's work to reduce flood risk for private property owners, including homeowners, businesses, and owners of other flood-prone structures.

Responsibilities may include:

- Assist homeowners, businesses, and other property owners in understanding flood risk, mitigation options, funding opportunities, and project requirements.
- Support development and implementation of flood mitigation projects for individual properties and groups of properties.
- Assist with FEMA and related grant programs, including Flood Mitigation Assistance, Hazard Mitigation Grant Program, BRIC, and other resilience funding sources.
- Coordinate with municipalities, property owners, consultants, state agencies, and federal partners on flood mitigation and resilience projects.
- Support project development related to elevation, acquisition, floodproofing, drainage improvements, repetitive-loss properties, and other eligible mitigation measures.
- Help property owners and municipalities understand program requirements, eligibility criteria, documentation needs, cost-share requirements, benefit-cost considerations, and implementation steps.
- Conduct research, data analysis, mapping, reporting, and municipal coordination to advance flood mitigation and resilience initiatives.
- Support broader regional strategies to reduce flood risk, flood damages, and long-term public and private costs associated with vulnerable buildings and properties.

General Responsibilities

In addition to the specific responsibilities above, the position may include:

- Develop and refine program structures, workflows, and implementation approaches for regional initiatives.
- Manage projects, grants, consultant work, schedules, budgets, and deliverables.
- Conduct research, analysis, writing, mapping, and reporting.
- Prepare memos, presentations, grant materials, scopes of work, and public-facing documents.
- Coordinate with municipal, regional, state, federal, nonprofit, utility, and private-sector partners.
- Support WestCOG initiatives and emerging priorities.
- Perform other duties as assigned.

Desired Qualifications and Experience

The ideal candidate will be analytical, organized, reliable, and comfortable working across disciplines. WestCOG is especially interested in candidates who can combine data skills, municipal coordination, and a practical interest in buildings, energy performance, and public-sector implementation.

Relevant backgrounds may include planning, green building, building science, building performance, energy management, facilities operations, home performance, energy auditing, weatherization, commissioning, architecture, sustainable design, public works, municipal sustainability, environmental science, public administration, data analysis, or energy-efficiency program implementation.

Desired qualifications include:

- Interest or experience in municipal energy management, building performance, conservation, or public-sector environmental work.
- Practical understanding of, or ability to develop familiarity with, building systems and building science.
- Familiarity with concepts such as HVAC scheduling, setbacks, controls, ventilation, humidity, latent and sensible loads, air movement, insulation, air leakage, lighting, domestic hot water, and preventive maintenance.
- Ability to collect, organize, clean, and analyze real-world data from multiple sources.
- Proficiency with spreadsheets and other data management tools.
- Ability to manage multi-step projects and move work from concept to implementation.
- Strong written and verbal communication skills.
- Ability to work with municipal staff, consultants, vendors, utilities, and partner agencies.
- Ability to translate technical or semi-technical information into practical recommendations for municipal decision-makers.
- Familiarity with utility bills, benchmarking, GIS, grant programs, facility inventories, municipal operations, or resilience planning is helpful.
- Professional engineering licensure is not required.

Salary and Benefits

Title to be determined, and salary of \$60,000 - \$85,000, depending on qualifications.

WestCOG offers a competitive benefits package including health and dental insurance; retirement contributions; vacation time; personal time; sick time; flexible work schedules; telecommuting opportunities; and employer - paid professional accreditations, memberships and conferences.

This position provides an opportunity to work in a collaborative, supportive, and motivating work environment. The employee will be stationed in WestCOG's office located in Sandy Hook, CT, with the possibility of a hybrid work schedule (partial remote work). This area of Connecticut combines the rural charm of a small New England town with the sophistication and amenities of metropolitan suburbs and offers:

- High quality of life
- Close access to major cities, universities, world - class healthcare, cultural and recreational attractions
- Excellent school systems
- Access to recreational trails and many leisure activities

Applying for the Position

To be considered, applicants must have a driver's license, access to reliable transportation, and be legally able to work in the United States.

To apply, submit a cover letter, resume, references, and salary requirements to Mr. Francis R. Pickering, Executive Director at westcog@outlook.com

Selected candidates may be asked to provide additional information or to appear for a personal interview. This position will remain open until it is filled or closed.

WestCOG is an Equal Opportunity Employer.