

# BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

## PART I: ORGANIZATIONAL INFORMATION

<b>Position Title</b> Planner – Energy & Environmental Planner	<b>Effective Date of Position Description:</b> May 23, 2022
---	--

## PART II: POSITION SUMMARY

This section summarizes the main responsibilities and requirements for all Planner positions within BRPC. Specific responsibilities and requirements for individual staff persons are described in PART III.

### The main responsibilities of this position are:

#### 1. Program / Project Responsibilities:

The Planner serves as a team member for multiple regional, and energy and environmental planning and implementation projects. Responsibilities include:

- Performs a wide range of functions within the area of specialization, including research, data collection, assessment and evaluation, and development of plans, reports, and other material for publication;
- Leads and facilitates public participation in planning projects and plan formulation and implementation;
- Reviews analyses of impacts in the area of expertise;
- Completes assigned tasks according to schedule and hour/budget allocations;
- Provides support to Project and Program Managers as necessary;
- Works with Senior Planners and Program Managers to identify possible new projects/programs.

#### 2. Overall Agency Responsibilities:

- Provides support to ongoing outreach and other activities, such as the agency newsletter, trainings, and website;
- Provides staff support to agency committees;
- Provides support to the organization and management of the agency's material related to their area of expertise;
- Provides technical assistance and expertise to Berkshire region municipalities;
- Provides technical assistance and support to other agency initiatives and projects;
- Interacts at a staff level with state and federal agencies in areas of expertise and in working on regional and state coordinating groups;
- Develops grants and provides support material for grant development and project management;
- Provides staff and technical support for Clearinghouse reviews as requested.

### The minimum qualifications for this position are:

#### Education or training:

Master's degree in a relevant field from an accredited college or university is required. Bachelor's degree in a relevant field and two years of relevant experience may be substituted for a master's degree.

#### Special licenses, registration, or certification:

- Driver's license valid for use in the United States

#### Knowledge, skills, and abilities of this position:

The Planner should possess the following skills and abilities:

- Strong research and analytical skills, with specific ability to analyze complex technical issues and formulate recommendations;
- Ability to complete multiple tasks on time and within budget;
- Excellent communication skills, especially the ability to write effectively, work directly with local officials and boards, and provide clear explanations to other BRPC staff;
- Strong skills in being able to communicate and work effectively with a wide range of people and organizations in a collaborative fashion;
- Ability to conduct fieldwork and participate in public meetings in all parts of the region utilizing personal vehicle;
- Must have working proficiency in Microsoft Office programs.

**PART III. DETAILED POSITION DESCRIPTION:**

<b>Name (Last, first, middle)</b> Vacant	<b>Start Date:</b> Effective date: May 23, 2022
<b>Position Title</b> Planner – Energy & Environmental	<b>Title of Supervisor</b> Environmental & Energy Program Manager

This section contains a description of the main responsibilities and requirements for this specific Planner position that are in addition to those described in PART II.

**1. Program / Project Responsibilities:**

The Energy & Environmental Planner assists with project assignments related to communities, conservation organizations, and local committees to create a more sustainable and resilient Berkshire region. Primary focus areas are reducing energy use, increasing clean energy and energy efficiency, identifying renewable energy opportunities, identifying climate change impacts and natural hazards, and protecting the natural environment. Identifying and securing funding to address these focus areas are key components of the Energy & Environmental Planner's work, including these current programs:

- Green Communities (administered by MA Dept. of Energy Resources);
  - Energy Efficiency Outreach and Collaboration Program;
  - Pre-disaster Natural Hazard Mitigation (administered by MA Emergency Management Agency);
  - Municipal Vulnerability Preparedness (administered by MA Energy and Environmental Affairs);
- a. Assist Berkshire communities in implementing clean energy projects. This includes aiding municipalities to plan for and implement energy reduction or renewable energy projects and may consist of support for communities seeking Massachusetts Green Community designation. Specific activities, defined by the community, may include but are not limited to:
    - Assisting communities with Green Community designation application;
    - Assisting Green Communities with procurement activities for approved grant-funded clean energy projects;
    - Assisting Green Communities with Annual Report preparation;
    - Assisting non-Green Communities with the procurement and management of clean energy projects.
  - b. Conduct planning activities under the "Energy Efficiency Outreach and Collaboration Program", which aims to bring affordable clean energy opportunities to middle- and low-income residents in Berkshire County. Specific activities may include but are not limited to:
    - Collaboration with the City of Pittsfield and the Town of Williamstown;
    - Collaboration with Habitat for Humanity and other non-profit organizations;
    - Research and analysis of nationwide case studies to develop program models and tools to address the challenges and options for energy efficiency (MassCEC EmPower Massachusetts Program);
    - Plan and execute public education and outreach, such as marketing and or participation in local events to increase participation in existing programs providing residential weatherization, residential heating system upgrades, and the Small Business Turnkey Program (Mass Save Community First Partnership);
    - Provide project support for the Healthy and Efficient Homes Pilot Project (EPA Healthy Communities), which seeks to address indoor environmental hazards and energy efficiency issues in homes in Pittsfield's Morningside and Westside neighborhoods.
  - c. Grant identification, writing, and administration in the described main focus areas to sustain the program in the long term.

**2. Overall Agency Responsibilities:**

- a. Act as a clearinghouse of clean and renewable energy projects and programs across the region.
- b. Advocate on behalf of the region for sustainability initiatives including, but not limited to, renewable energy, clean and efficient energy, electric vehicles, addressing climate change, and managing stormwater with state and federal agencies and initiatives, and work towards developing a strong energy and climate change initiative in the agency that is fully funded and sustainable.

- c. Collaborate with various regional, local and state environmental, energy, climate change and emergency management related organizations and agencies to provide data and intelligence across these entities and participate as a partner in various initiatives and efforts.
- d. Provide staff support to the BRPC Environmental Review Committee

**The minimum qualifications for this specific position are:**

**1. Education or training:**

Master's degree in planning, environmental science, sustainability or closely related program or closely related field; or a Bachelor's Degree in planning, environmental science, sustainability, or closely related program plus two years of directly related experience. Experience may be substituted for education.

**2. Special licenses, registration, or certification:**

- a. Special certification, such as LEAD certification
- b. Driver's license valid for use in the United States

**3. Knowledge, skills, and abilities of this position:**

- a. Strong interpersonal skills and ability to communicate and work effectively with a wide range of individuals
- b. Supporting and developing initiatives from conceptual through implementation stages
- c. Developing comprehensive plans
- d. Working with public officials, citizen groups, and other stakeholders in determining vision and appropriate initiatives to move priority projects forward
- e. Ability to work with local, regional, state, and federal officials and with a strong customer orientation
- f. Excellent written and oral communication skills, particularly in translating technical and bureaucratic terms for citizens and elected officials
- g. Strong analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process
- h. Working proficiency in Microsoft Office programs
- i. Ability to conduct fieldwork and participate in public meetings in all parts of the region and to travel outside the region utilizing personal vehicle

(Additional Comments by Employee)

**PART IV: SIGNATURE LINES**

We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director's signature \_\_\_\_\_ Date \_\_\_\_\_