

CMC Energy is passionate about making the world more energy efficient, ensuring a cleaner, healthier environment for this and future generations. For the past 40 plus years, we have worked hard to not only save energy, but also to save our customers money.

If you are interested in working for a company in an exciting growth industry, doing meaningful work while connecting and building relationships with a diverse group of clients, we are interested in hearing from you!

The Senior Program Manager will be responsible for managing and directing the implementation of program work and ensuring necessary resources are dedicated to meeting all program goals. This individual will be directly responsible for the efficiency and profitability of the program(s) overseen.

ESSENTIAL FUNCTIONS (Majority of duties performed, but not to be all-inclusive or to prevent other duties from being assigned)

1. Work closely with direct reports, clients and client program managers in the effective management of the project and/or programs.
2. Analyze business activities, expenses, profits and goals to develop a strategy of program implementation. Take ownership and accountability for all aspects of the profit & loss as it relates to the program.
3. Develop and implement full-scale program plan responsibilities. Identify, set, communicate and manage project and program dependencies, critical path, program expectations, tasks and responsibilities with team members and clients in a timely and clear fashion. Identify and resolve issues and conflicts with the program team.
4. Ensure collaboration exists within departments for clear understanding of all processes and procedures to drive the program.
5. Estimate the resources and participants needed to achieve program goals. Ensure the accuracy and timeliness of work completed by all staff and contractors. Recommend subsequent staff/contractors changes when/if necessary.
6. Develop and submit budget proposals and production goals and manage financial and production performance of the program. Monitor annual budget and production goals to ensure spending and production goals are achieved. Prepare and submit required monthly and annual program reports.
7. Prepare and submit weekly budget and production reports.
8. Manage, coach and mentor direct reports to ensure staff is performing effectively and at their highest potential to achieve program and company organizational goals. This includes interviewing, planning, assigning, completing performance evaluations, coaching, and directing work.
9. Proactively manage changes in projects and/or program scope, identify potential crises, and devise contingency plans. Develop strategy and performance metrics to meet the goals of the program. Develop and manage systems and processes to track results and provide

required internal and client reporting including but not limited to progress reports, proposals, requirements documentation and presentations.

10. Define program success criteria and ensure information is disseminated to all involved parties throughout program life cycle.
11. Build, develop, and manage key client relationships to successfully launch and manage the program.
12. Oversee and monitor all external communication activities to make certain all messaging is accurate and consistent.
13. Stay current on local codes and advise Client of any revisions to existing or new codes that effect the installation of program measures or performance of energy audit.
14. Prepare and review final invoice data to ensure accuracy and approve prior to submission to Utility.
15. Focus on growth of Program and Associate Program Managers.
16. May work as direct Program Manager as needed.
17. Ensure all work performed is in accordance **with stated program guidelines and in compliance with OSHA and company safety procedures.**
18. Perform other duties as assigned.

JOB REQUIREMENTS (Experience, education, knowledge, skills & abilities required for competent performance in the job)

1. Bachelor's degree required. Related industry major preferred.
2. 5-7+ years' operations management experience
3. 5-7 years' energy industry experience
4. BPI Building Analyst and Envelope certifications as required by program and client guidelines.
5. Other certifications may be required by utility.
6. Strong knowledge of energy industry and building science.
7. Strong supervision skills to lead, direct, coach and mentor. Prior leadership and supervisory skills.
8. Strong analytical, organizational, project management, problem solving and prioritization skills necessary.
9. Ability to communicate clearly and effectively, in speech and writing, with customers, staff, managers, supervisors, contractors and clients.

10. Strong time-management skills and resourcefulness to meet tight deadlines and flexibility with fluctuating priorities.
11. Ability to handle confidential information with the highest level of integrity and ethics.
12. Although this position is based in one office, travel to other offices may be occasionally required.
13. Valid driver's license required and use of personal vehicle may be necessary per location. Compliance with acceptable vehicle insurance levels as outlined in the company policy.
14. Proficient in Microsoft Office Suite.
15. Perform the essential functions and physical demands of the position with or without accommodation.

PHYSICAL REQUIREMENTS (The physical demands of the job)

1. Consistently spending time sitting, typing, talking, walking and using repetitive motion.
2. Frequent use of eye, hand, and finger coordination enabling the use of automated office machinery, such as a computer.
3. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
4. Visual capacity enabling frequent use of computer equipment.
5. Sedentary work: ability to exert up to 10 pounds of force to lift, carry, push, pull or otherwise move objects.

WORK ENVIRONMENT

1. The employee is not substantially exposed to adverse environmental conditions.

At CMC Energy, we are passionate about our vision of ***A more livable and sustainable planet for all***. For the past 40 years, we have worked hard to not only save energy, but also to save our customers money and to make the buildings we live and work in more comfortable and more efficient.

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CMC Energy is committed to investing in our employees; believing that if our employees are happy, our customers will be happy, and our company will thrive. We offer excellent career opportunities, training and development programs, employee recognition and innovation awards, competitive pay and incentives, and an attractive benefits package.

CMC Energy Services, Inc. provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual preference or non-disqualifying physical or mental handicap or disability in each aspect of the human resources function.