# Manager, Energy Analysis

## SUMMARY OF DUTIES:

Reporting directly to the Director, Budget, analyzes Metra's energy consumption and recommends conservation measures.
Monitors Metra facilities and equipment, and Purchase of Service Contract Carriers utility usage with special emphasis on electricity and natural gas. Identifies opportunities for improved equipment utilization and energy efficiencies. Evaluates contract terms and provides detailed financial analyses to score proposed energy supply contracts. Reviews proposed legislation, new energy supply contracts, capital projects and other energy related items that impacts Metra's energy consumption and expenses in the current year and future years. Analyzes electricity and natural gas invoices to verify accuracy of billing and monitor consumption variations. Maintains energy databases and provides ad-hoc reports. Performs other related duties as assigned to meet the ongoing needs of the organization.

## MINIMUM ACCEPTABLE QUALIFICATIONS:

- Bachelor's Degree in Accounting, Engineering or related discipline.
- **In addition to #1, substantive statistical and high level analysis experience in a transportation, utility, and/or manufacturing environment.
- **Industrial background preferred.
- Knowledge of commercial and/or industrial utility/energy billing.
- Must be proficient in Microsoft Office Suite, with strong emphasis in Excel, Access and Word.
- Excellent analytical, oral and written communications skills are essential.
- Supervisory experience a plus.

## OTHER IMPORTANT INFORMATION:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

**If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:**

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661