

ANN TAYLOR

Roles & Responsibilities

Corporate Facilities & Purchasing

Job Title:	Manager, Energy & Sustainability
Reports To:	Director of Store Facilities
Key Interactions:	Field Management, Divisional Management, Store Operations, National Service Providers, Building Department Officials, Real Estate, Legal, Procurement, Visual, Construction, Planning, Vendors, Accounting and Finance
Location:	NYC

Position Overview:

The energy manager is responsible for improving the energy efficiency of Ann Taylor corporate offices and field locations. This person will act as agents of change within the organization, coordinating all aspects of energy management, from energy efficiency to waste management and sustainability program development. This individual will be responsible for managing and evaluating the Company's energy expenditures and implementing programs to optimize efficiency. The position is responsible for developing all utility budgets and monitoring usage versus plan. Be responsible for analyzing current energy usage and developing a national energy management plan in order to provide proper environmental conditions with cost effective energy utilization.

Primary Responsibilities/Accountabilities:

Energy Management

- Manage the procurement of Energy contracts
- Responsible for identifying potential energy savings projects and developing programs to drive down consumption
- Manage partnerships with our outsource energy management companies including bill payment, budgeting, the energy awareness program and other initiatives.
- Provide monthly financial information through variance and accrual reporting for utility and trash costs across the Ann Taylor fleet.
- Manage Ann Taylor's utility portfolio including natural gas, water, sewer, and waste management. Electricity includes both direct accounts with utilities and audits of the landlord CAM charges for electricity.
- Work closely with utility representatives and various industry trade associations to stay abreast of changes in regulations impacting rate as well as supply/demand impacts in the market.
- Manage store opening and closing utility and trash accounts through our outsource service provider.
- Provide top management with monthly updates on all factors affecting consumption and cost, including individual store investigations of stores that report extreme variances in consumption.
- Develop training options and/or improvement plans to ensure the best store practices through HVAC and energy equipment maintenance.
- Assist service providers and Ann Taylor Facilities managers in evaluating HVAC and energy equipment and maintenance to ensure effectiveness.
- Develop comprehensive energy and utilities management plans by conducting energy audits and developing energy savings projects
- Maintain liaison with the Operations department in order to provide optimum facility comfort while reducing energy consumption levels.

Sustainability and Green Initiatives

- Member of the Green Task Force which focuses on reducing energy and waste, incorporating sustainable elements into our products and stores, promoting environmental awareness for our associates and clients, and creating partnerships with key stakeholders.
- Chairs the 'Bring Green to Work' Subcommittee
- Management of the Ann Taylor ACES program which provides energy awareness training to all store associates as well as store-specific energy performance goals and recognition. This training is given to all store associates on how to reduce energy demand by implementing best practices in areas such as lighting, temperature control, and equipment use.
- Creation of a quarterly news letter on Energy management accomplishments
- Partner with our lighting vendor to provide new lighting solutions for the entire fleet that deliver energy savings that are cost neutral to the company
- Constantly seeks ways of reducing consumption by location through (a) capital investments in more efficient HVAC components, (b) identifying opportunities to reduce load during hours the stores are closed, (c) investigating new technologies, (d) and making recommendations to improve EMS performance.
- Incorporate energy efficiency measures into the bigger retail picture and apply solutions that will contribute to the company profits and contribute to a sustainable environment
- Review and recommend maintenance supply and equipment purchases to ensure energy efficient replacements are being specified.
- Review and negotiate energy purchase agreements and make recommendations regarding energy fuel selection.
- Provide technical and practical advice and offering training on energy efficiency to the field teams
- Develop promotional activities and materials to publicize energy reduction programs including monthly newsletters to the field staff on ways to conserve
- Ensure accurate records are maintained and energy monitoring data is collected regularly
- Benchmark energy consumptions against best practice guidelines

Construction and Design

- Act as a liaison for store design and partner with contractors, the building supplies industry, council services and other relevant organizations in discovering new effective energy management systems that are cost neutral
- Provide technical support to mechanical/electrical design engineers on new and refurbishment projects regarding sustainability, energy and water conservation
- Encourage the use of renewable/sustainable energy resources within the store development organization
- Monitor all new store design and construction activities as relates to energy management.
- Act as the LEED and sustainability ombudsman for the Store Development organization

Experience and Skills

- Minimum five years of full time experience in energy management and service operations.
- Ability to prioritize workload; follow-up on assignment; maintain service in a cost effective manner.
- Proficient in computer software for administrative purposes.
- The ability to communicate effectively with management, associates, staff and vendors.
- Dependability, punctuality, attention to detail and consistency in adhering to policies and procedures.
- Engineering background in construction and HVAC.
- Experience with renewable energy, metering technology and building controls is highly desirable.
- CADD, and facility design experience is preferred.

- Strong technical writing skills, excellent communication skills, ability to work well with small and large teams.

Qualifications:

- BS degree in Mechanical Engineering from a US accredited college or university preferred
- Candidate must have a minimum of 5 + years of experience in utilities and energy management
- 5 years basic engineering & commercial construction experience
- Experience should include but is not limited to: developing comprehensive energy and utilities management plans, conducting energy audits, developing energy savings projects.
- Prefer certified commercial energy auditor and/or AEE certified Energy Manager (CEM).

How to Apply:

Interested applicants can apply online at <http://careers.anntaylor.com>.