



Energy Efficiency Specialist (Salary - DOQ)

Public Utility District No. 1 of Cowlitz County (better known as Cowlitz PUD) is a publicly owned municipal corporation of the State of Washington. The purpose of this municipal corporate organization is for efficient generation, transmission and distribution of electrical energy. The PUD is owned by the residents of Cowlitz County and operates on revenues from the sales of its services. The PUD has limited statutory authority to levy taxes.

The Energy Efficiency Specialist's role is to provide exceptional customer service and specialized guidance on energy efficiency and conservation opportunities to the District's residential and commercial customers.

Any equivalent combination of education and experience which provides the applicant with knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

- Two years or more of progressively responsible experience in building energy management analysis, residential building systems design or building science/technology research, and;
- Two-year Associate's Degree in energy management or field related to area of assignment. Certifications as required for energy management programs, such as BPA Certification through NWPPA/NEEI Residential Energy Auditor and Inspector Certification, or the ability to obtain these certifications within 12 months of employment. Certifications from other recognized national organizations will be considered (BPI and RESNET).

Cowlitz PUD is an Equal Opportunity Employer, and all qualified candidates are encouraged to apply. This recruitment will remain open until Tuesday, June 16, 2015. To apply for this position you must complete the District's application and provide a cover letter and resume. ***Incomplete application packets will not be considered.***

Please Note: To be eligible for full-time, regular employment at Cowlitz PUD, you must be authorized to work in the United States when you begin your employment. If you do not have the right to work in the United States at that time, please be aware that Cowlitz PUD is not in a position to provide sponsorship, participate in Optional Practical Training programs, or support changes to your immigration status.

Please submit to:

Cowlitz PUD
Attn: HR
PO Box 3007
Longview, WA 98632

OR

Scan and email to:

jobs@cowlitzpud.org



Job Description

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

JOB TITLE: Energy Efficiency Specialist	FLSA: Non-Exempt
DEPARTMENT: Energy Efficiency Services	UNION AFFILIATED: No
REPORTS TO: Energy Efficiency Manager	
PREPARED: May 2015	

GENERAL POSITION SUMMARY:

To provide exceptional customer service and specialized guidance on energy efficiency and conservation opportunities to the District's residential and commercial customers in an exciting and dynamic environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Customer Service:

- Respond to a wide variety of customer inquiries regarding District-offered energy efficiency programs and the related incentives, services, requirements, policies and procedures, or other customer issues.
- Consult with and advise residential and commercial customers regarding the efficient use of electricity/energy with existing systems and potential installation of energy efficiency measures or technologies.
- Guide customers as to the availability and use of appropriate alternative energy sources and renewable energy resources.
- Develop Energy Efficiency training materials for our customers, the public and our partners or stakeholders.

Inspection & Audits:

- Perform on-site energy audits and technical analysis of residences by measuring and analyzing residential and/or commercial buildings to determine suggested energy efficiency measures, practices and corresponding costs, energy savings and payback period.
- Maintain accurate physical and electronic records and provide follow-up information

and reports, as required.

- Perform inspections of work completed within energy efficiency programs. Verify compliance with BPA, District or Energy Efficiency Department's program specifications. Identify installation deficiencies and recommend corrective actions.

Other Position Functions:

- May oversee, coordinate and/or be responsible for existing and new energy efficiency programs; develop and design programs; plan, market and evaluate programs; or any combination thereof.
- Establish and maintain on-going relationships with contractors and vendors to ensure that energy efficiency programs are met to the District's expectations.
- Perform other duties as assigned.

EXPERIENCE AND TRAINING:

- Any equivalent combination of education and experience which provides the applicant with knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:
 - Two years or more of progressively responsible experience in building energy management analysis, residential building systems design or building science/technology research, and;
 - Two-year Associate's Degree in energy management or field related to area of assignment. Certifications as required for energy management programs, such as BPA Certification through NWPPA/NEEI Residential Energy Auditor and Inspector Certification, or the ability to obtain these certifications within 12 months of employment. Certifications from other recognized national organizations will be considered (BPI and RESNET).
- Preference may be given to applicants who have a Bachelor's level degree in engineering or other applicable fields and/or knowledge of building science, heat transfer, lighting technology, appliances, residential HVAC system types, building construction methods, materials and procedures, basic algebraic/mathematics and accounting principles.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good interpersonal and customer service skills to courteously deal with and to establish and maintain effective working relationships with co-workers, other District employees, outside vendors and the general public. Excellent customer service skills.
- Work in multi-task work environment, with constant interruptions and distractions. Ability to multi-task, adapts to changing priorities, and meets set deadlines. Attention to detail and strong organizational, analytical, and knowledge of basic arithmetic/algebraic skills required.
- Should have familiarity and understanding of the Bonneville Power Administration's energy efficiency programs, the related documentation and processes and the tools necessary to comply with required or obligated reporting of District energy efficiency programs.
- Establish and encourage a work atmosphere that embraces honesty and openness, and

fosters collaborative internal and external working relationships.

- Initiative to take action, improve programs/processes and be self-motivated. Work well independently as well as in a team or cooperative setting.
- Communicate in a professional business-like manner, both orally and in writing. Must understand and follow oral and written instructions.
- Proficient in Microsoft office applications. Must be skilled in the use of computers and relevant software, including report writing, energy analysis and modeling, spreadsheets, database tools, word processing and email/communication applications.
- Must demonstrate problem-solving and analytical skills to generate and communicate recommendations to customers, vendors, contractors, staff and other community stakeholders.
- Must demonstrate ability to be punctual and regular in attendance.

EQUIPMENT OR TOOLS:

- Operate a personal computer, and business application/software including, but not limited to word processing, spreadsheet and database tools, as well as web-base/desktop software tools pertinent to this job function.
- Operate or ability to be trained/and or certified using a blower door, duct blaster, infrared thermography gun, and other tools necessary to perform a residential or commercial building audit.

WORKING CONDITIONS:

- May require work hours in excess of 8 hours per day, 5 days per week.
- May require travel for training purposes and commute to other departments or government agencies.
- May require visiting sites with physical and environmental hazards.
- Outside field work may be performed in varying weather conditions. This may require entering/exiting of vehicle in all driving conditions and traversing moderate terrain.
- Observe and abide by all District policies, goals and objectives.
- Must wear proper apparel for assigned working conditions in accordance with the District's dress code policy.
- Tolerate prolonged computer related exposure. Able to remain in a stationary position at a workstation and operate a keyboard for at least 50% of the time. Must be able to move ladders and other equipment weighing up to 50 pounds. Frequent need to access dark and/or confined spaces such as crawlspace or attic, catwalk or uneven land.
- Work environment is a secure, well-lit, temperature controlled office building.
- Consistently position self to adequately perform energy efficiency audits and install inspections.

OTHER REQUIREMENTS:

- Must be neat in appearance.
- Must be able to pass District drug screening and skills testing.
- Must have a valid Driver's license and be able to drive safely in all weather/road conditions.
- Must qualify for the District's auto liability insurance.