

# Building Energy Performance Programs Manager

BEM · Fairfax, Virginia

## WHO ARE WE?

PEG, LLC is in its twenty-fifth year being a diverse energy efficiency, engineering, environmental and management consulting firm operating principally in the Eastern and Central United States.

As a leader in Home Energy Ratings, a winner of multiple Energy Star Awards, and a standout in the construction industry. PEG has provided Home Energy Ratings for over 170,000 homes. We strive to continually improve building energy efficiency and therefore, the quality of homes and life in the communities that we service.

Please visit our website at [www.pegenv.com](http://www.pegenv.com) to learn more about PEG!

## WHO ARE YOU?

This position is directly responsible for providing leadership and support to the Building Energy Performance Programs Team of Analysts, ensuring deliverables are being met and quality work is being presented. A qualified candidate will be experienced in providing a comprehensive summary of the energy efficiency of a home by using energy software to model energy usage of various residential building types and interpreting and understanding various building energy documents.

Excellent communication skills with not only the PEG Team but also PEG clients in a respectful manner is a must. As a representative of PEG, the ideal candidate must be presentable, organized, self-motivated, detail oriented, and dependable.

## THE ROLE

### **Job Location:**

This position is based in our main office in Fairfax, VA.

### **Essential Functions:**

- Serve as Designated Trainer and Leader for a Team of 20 Analysts
- Provide direction and guidance to analysts processing submissions to Residential/Energy Star Programs & Rebate Utilities Programs offered by BGE, PHI, PEPCO, Peco, Delmarva and ComEd, Dominion Energy, Potomac Edison, and/or other utility providers
- Manage the submissions of new homes within the Eastern Region to 25 Utilities Programs contributing to a \$20 million+ portfolio of incentives per year
- Responsible for Weekly QA (Quality Assurance) Review to ensure technical accuracy and code compliance for Ekotrope Software
- Provide comprehensive knowledge to internal and external clients to successfully summarize the energy efficiency of a home through Energy Modeling Software

- Responsible for completing any additional reporting as requested by PEG Management including Weekly and Monthly Reports
- Manage the processing of the EPACT 45L Tax Credit Data Reporting (Monthly, Quarterly, Yearly)
- Maintain knowledge of Energy Efficiency Programs such as: [Energy Star](#), [LEED](#), and [Green Building](#) Programs
- Streamline reporting and data generation through expert proficiency in Microsoft Excel
- Organize scope into major categories to outline deliverables and milestones
- Determine primary timetable for deliverables
- Modify critical paths based on prevailing conditions
- Develop workarounds to overcome obstacles in the critical path
- Integrate, review, and validate critical relationships with primary parties
- Receive and understand client constraints
- Manage and control all data through Microsoft Excel and SharePoint

#### **Education/Experience:**

- Bachelor's Degree in Energy/Sustainability or related field is required
- 5 years + of experience with Energy Efficiency Building Codes and Building Science is required
- 1 year + of experience with energy modeling software such as Ekotrope, REMrate, Google Sketchup is helpful
- Familiarity with Building Science Concepts such as Thermal Enclosure, Building Envelope Leakage Testing, and Duct Leakage Testing
- 3 years + of supervisory experience is required

#### **Additional Requirements:**

- Must be able to read, write, and comprehend technical instructions enough to be able to convey technical information in plain language
- Must have excellent verbal/written communication skills and effective interpersonal skills
- Expert ability to effectively communicate with other disciplines or groups and resolve conflicts
- Must be organized, self-motivated, enthusiastic, and dependable
- Must have excellent reporting skills, attention to detail, deadline-oriented, data entry management, and time management skills
- Must have strong software skills with Microsoft Word, Excel, and PowerPoint

#### **Rewards and Benefits**

PEG LLC offers a comprehensive, total rewards package that includes competitive compensation and a flexible benefits package that reflects our commitment to creating a diverse and supportive workplace.

Benefits include: • 20 Annual Paid Days Off (12 Days of PTO, Birthday PTO, & 7 Company Paid Holidays) • Company Sponsored Medical Insurance that includes a contribution of up to 50% off the monthly premium • Dental & Vision Insurance • 401(k) Retirement Plan with

up to a 4% company match vested immediately • Basic Life & Supplemental Life • Short-Term & Long-Term Disability • Accident & Pet Insurance • Corporate Sponsored Events • Paid Professional Development & Salary Incentives through Learning/Certification Opportunities •

**PEG LLC is an Equal Employment Opportunity Employer.** All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, citizenship status, military status, protected veteran status, religion, creed, physical or mental disability, medical condition, marital status, sex, sexual orientation, gender, gender identity or expression, age, genetic information, or any other basis protected by law, ordinance, or regulation.