

<b>JOB TITLE</b>	Energy Advisor III
<b>DEPARTMENT</b>	Varies by Location
<b>DATE</b>	2019
<b>REPORTS TO</b>	Varies by Location
<b>DIRECT REPORTS</b>	0
<b>FLSA (HR USE ONLY)</b>	Exempt

**PRIMARY PURPOSE (Summary of major reasons this job exists)**

The Energy Advisor III will act as a team leader and is responsible for acquiring participation in utility energy efficiency programs by recommending specific energy modifications to commercial and industrial facilities. This individual will provide expert advice, technical expertise and coordination for the programs. They will also participate in lead generation support.

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

1. Develop protocols and processes to support and strengthen the function of the team.
2. Mentor and train team members to strengthen team support, consistent team message and reporting.
3. Provide oversight and support for project implementation.
4. Serve as the primary point of contact for potential and participating industrial customers and contractors.
5. Promote utility programs to commercial and industrial facilities within assigned territories, by providing technical support to utility's industrial customers who are considering the installation of energy efficient equipment.
6. Understand and implement program sales processes, including but not limited to: making outbound calls to new and existing customers, schedule and perform assessments and facilitate program presentations.
7. Provide excellent customer service by helping customers through the utility process and engage in conversations regarding energy usage.
8. Work with customers to complete the program application and gather necessary documentation needed for participation.
9. Respond to customer inquiries and concerns by phone, electronically or in person to move projects toward completion.
10. Coordinate and manage projects including contractors, permitting, and other items as necessary for each project to completion.
11. Perform on-site industrial grade energy assessments identifying cost-effective energy efficiency measures eligible for incentives and process through identified tools and databases to provide scopes of work.
12. Develop impactful outreach tactics to assist in recruiting customers and trade allies.
13. Achieve assigned program goals, targets and objectives.
14. Assist in forecasting and planning for future program goals and objectives.
15. When required, provide written summary reports directly to the customer, and summary reports to the client/Program Manager.
16. Attend networking events, meetings, and seminars as requested.
17. Manage supplied inventory materials and company issued equipment.
18. Conduct work in compliance with OSHA and company safety procedures.
19. Perform other duties as assigned.

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

1. Bachelor's degree required. Engineering or environmental degree preferred.
2. 4-6 years in energy conservation, industrial consultative sales or a combination of professional experience and education. Prior experience leading a team of energy professionals preferred.
3. Working knowledge of industrial energy systems, utility demand side management programs, energy efficient technologies, or other industrial sales-related experience preferred.
4. Demonstrated ability to plan, organize, be detail-oriented and self-managed in a professional environment.
5. Ability to communicate clearly and effectively, in speech and writing, with customers, staff, managers, supervisors, contractors and clients.
6. Ability to analyze and interpret complex and/or quantitative data and solve practical problems.
7. Must be self-motivated, flexible, organized and have an ability to prioritize workload in a fast-paced environment.
8. 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.
9. Willingness to travel 50% or more of the time.
10. Proficient in Microsoft Office, specifically Word, Excel and Outlook and comfortable entering and tracking information in databases.
11. Perform the essential functions and physical demands of the position with or without accommodation.

### **PHYSICAL REQUIREMENTS (The physical demands of the job)**

1. Physically active position which includes climbing, balancing, bending, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, typing, grasping, talking, hearing 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. Medium work: ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.

### **WORK ENVIRONMENT**

1. Indoor and outdoor environmental conditions. This may or may not include extreme cold temperatures below 32 degrees and extreme heat above 100 degrees.
2. Atmospheric conditions such as fumes, odors, dust, gases or inadequate ventilation.
3. Sufficient noise where the employee may need to shout.
4. Hazards such as proximity to moving mechanical parts, moving vehicles, exposure to chemicals, exposure to oscillating movements and working in high places.
5. Frequent close quarters such as crawl spaces, shafts, small rooms, narrow aisles or other areas that could cause claustrophobia.

**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.

**REVIEW AND APPROVAL**

**EMPLOYEE:** \_\_\_\_\_  
**MANAGER:** \_\_\_\_\_  
**HUMAN RESOURCES:** \_\_\_\_\_

**DATE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_