



Commercial Energy Associate

 Full-Time

 Berea, Hazard or Paintsville

 Posted 2 days ago

Mountain Association Seeks Commercial Energy Associate

Application review will begin immediately and continue until the position is filled.

Overview

The Mountain Association seeks to hire a Commercial Energy Associate to join our Energy Team. The Associate will support the team's work in reducing utility costs for small businesses, non-profits, and local governments in Eastern Kentucky through efficiency and renewable upgrades. The Associate will put their technical knowledge to work alongside our energy specialists to provide commercial energy assessments, client outreach and follow-up, and technical assistance in support of energy retrofits and demonstration projects.

Background

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The Mountain Association invests in people and places in Eastern Kentucky to advance a just transition to a new economy that is more diverse, sustainable, equitable and resilient. Our Lending team offers loans to existing and startup businesses and organizations. We are a Community Development Financial Institution and a non-profit, so we can offer greater flexibility and lend to those who may not otherwise qualify. Our Business Support program connects business owners and nonprofit leaders to consultants who can help them succeed. Our Energy experts help businesses, nonprofits, public agencies and homeowners find much-needed energy savings through utility bill analysis, on-site energy efficiency and solar assessments, financing and grant application support.

The Mountain Association also engages in research, communications and advocacy for policy and narrative change, and works with partners on a variety of projects to demonstrate what's possible in Eastern Kentucky.

Position Description:

» Energy Assessments & Reporting.

» Perform on-site energy assessments for small businesses, local governments, and non-profits that evaluate opportunities for improvements in lighting, HVAC, building envelope, water heating, and solar power.

» Write recommendations reports for clients working from pre-existing tools and templates, ensuring the information is understandable by a layperson.

» *What Does This Look Like?* You drive to a municipal building to count hundreds of lights, climb into an attic to get pictures of insulation, and get onto a roof to see if it's right for solar and to identify HVAC units. Back in the office, you use Word and Excel templates to run cost and savings analyses and outline improvements that can be made.

» Client Outreach and Support

» Follow up with clients to ensure they understand the contents of their report.

» Assist client in making energy upgrades through technical support, communications with contractors, and on-site assistance when needed.

» *What Does This Look Like?* A small business owner wants to make a lighting upgrade but doesn't have the time to take it on herself. You assist the owner in soliciting bids, ensuring the right equipment at the right price, evaluating the install for quality control, and maintaining regular communication with the client along the way.

» Technical Problem-Solving

» Supporting Energy Specialists with data collection, research, and on-site investigation of novel energy-related problems.

» *What Does This Look Like?* A community center's demand charges are much higher than expected and the heat pump is not the culprit. Further investigation reveals that the way they use their water heater is to blame. You work with an Energy Specialist to utilize a water heater timer in a way that reduces the demand charge but also works for the client.

- » Travel within Eastern Kentucky will be required (average of 4-6 days per month, no overnights). If using your own vehicle, you will be paid for mileage.
- » Practice safety in all aspects of the job.
- » Engage with and participate in the Mountain Association's journey to increase diversity, equity, inclusion, and accessibility both in our workplace and our work.
- » Participate in the strategic planning process and implement the plan as it relates to this role.

Minimum Qualifications and Characteristics:

Knowledge and experience:

- » Two years' hands-on experience in lighting, HVAC, solar, energy services, electrical work, building operations, or equivalent years of education in a related field.
- » This position will work with a variety of technologies, but we don't expect candidates to have experience in all of them. Formal and on-the-job training and opportunities for certifications will be provided to the successful candidate.

Personal characteristics:

- » Problem-solving mindset and a willingness to learn
- » Commitment to excellent customer service
- » Attention to detail
- » Able to manage multiple projects at once
- » Collaborates well with others while also able to work independently
- » Flexibility

Technology and software:

- » Microsoft Office, particularly Word and Excel

Communications:

- » Excellent written and verbal communication
- » Enjoys meeting and talking with new people in person and on the phone

Physical:

- » The Mountain Association is committed to complying fully with the Americans with Disabilities Act (ADA) and all later amendments, and will follow any federal, state or local law that provides individuals with disabilities greater protection than the ADA. Equal employment opportunity will be given to qualified

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persons with disabilities. Reasonable accommodation, as defined by applicable law, is available to all employees when a disability affects the employee's performance of their job functions.

- » Close vision with or without corrective lenses necessary for computer work.
- » Manual dexterity needed to operate computer.
- » Able to perform assigned duties in a time-efficient manner.
- » Valid driver's license and ability to drive. Any employment offer is contingent upon applicant's insurability on Mountain Association's group vehicle insurance policy or access to a reliable vehicle for regular trips.

Preferred Qualifications and Characteristics:

- » Associates degree in a related field
- » Experience in energy analysis, conservation, or auditing
- » Experience with customer service and outreach
- » Interest in Appalachian region
- » Familiarity with energy and regulatory policy in Kentucky
- » Interest in energy democracy

Here are a few examples of projects this staff person would be working on right now

- » Conducting on-site energy assessments for clients.
- » Writing energy assessment reports for clients, outlining their options for efficiency and renewable upgrades including LED lighting, HVAC upgrades, building envelope improvements, and solar installations.
- » Supporting clients in making their upgrades with expert advice, bid review, and contractor communications.

Additional Information

This full-time position offers a competitive salary, with a range of \$41,000 – \$47,000 along with a **generous benefits package** (<https://mtassociation.org/wp-content/uploads/Benefits-2022.06.20.pdf>). Compensation is determined by the years of experience and education the successful candidate has above the minimum requirements of the position.

This position's main office location is flexible between Mountain Association's offices in Berea, Paintsville, and Hazard, Kentucky. Mountain Association is currently piloting a hybrid work schedule that allows staff to work from home as their position allows.

This position is supervised by our Energy Specialist

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The Mountain Association is an equal opportunity employer. The Mountain Association is committed to principles of diversity and equity and encourages applications from all people. Please do not let childcare challenges related to the pandemic deter you from applying. We recognize that not everyone has access to childcare right now because of the pandemic, so we are open to a conversation about the hours worked at the start of this position if you're not able to start full time.

Please e-mail your resume and a cover letter specifically explaining why you are a good fit for this position to energy.hiring@mtassociation.org (<mailto:energy.hiring@mtassociation.org>). We will ask candidates selected for second interviews to provide contact information for three references. Our hiring process typically includes: two rounds of interviews and a skill-based activity.

The interview process will be conducted according to public health guidelines during COVID-19, including the likelihood of remote interviews.

For more information about the Mountain Association, visit www.mtassociation.org (<http://www.mtassociation.org/>). Please no drop-ins.

COVID-19:

The Mountain Association is committed to ensuring the safety of all employees and their families, our clients, partners, team members and other individuals that we come into contact with for business purposes. Our approach to COVID-19 is informed by science and aligns to recommendations established by the CDC and other applicable government health agencies.

Our COVID-19 vaccination policy requires all prospective employees, prior to their start date, to: (1) become fully vaccinated against COVID-19 and provide proof of vaccination, or (2) request and obtain approval for an accommodation for a medical or religious exemption. Should an accommodation for a medical or religious exemption be approved, an employee would work with the Mountain Association to develop a COVID-19 safety plan. Employment is contingent upon meeting these requirements and the requirements of the position.

Job Features

Job Category	Energy
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For more than 40 years, we were known as the Mountain Association for Community Economic Development (MACED).

As we enter a new decade and a new look, we have become the Mountain Association. This change underscores our commitment to a new beginning that is more inclusive and welcoming to the people and communities we serve.



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BEREA

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Meetings by appointment only

info@mtassociation.org (<mailto:info@mtassociation.org>)

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