



# ENERGY SERVICES SPECIALIST

## J o b D e s c r i p t i o n

### JOB INFORMATION

Title/Job Profile:	ENERGY SERVICES SPECIALIST
Pay Grade:	
Locations:	Pembroke
Reports To:	DIRECTOR OF ENERGY SERVICES
Department:	Engineering & Operations
Exemption Status:	Non-Exempt
Job Family:	54 - ENGINEERING SERVICES
Sub-Function:	0300 - ENGINEERING SERV TECHNICAL/PROFESSIONAL

### JOB SUMMARY

The Energy Services Specialist is responsible for defining, developing and promoting programs related to energy efficiency, renewable energy and other electrification applications such as electric vehicles. Conduct energy assessments, energy audits and provide energy management solutions.

### Essential Functions

- Define, develop, and promote the cooperative's various energy services programs providing members with information, makes recommendations, provides follow-up, and completes all necessary paperwork.
- Serve as the energy advisor expert for cooperative members. Handle member inquiries, questions and concerns regarding energy consumption and high bill complaints. Identify energy solutions to meet each member's unique requirements.
- Visit member facilities with high-usage complaints and conduct energy assessments, energy audits, using auditing software and diagnostic equipment, as appropriate. Follow up with letters and literature, as appropriate.
- Provide energy retrofit analysis at the request of commercial and industrial members and energy management solutions to members.
- Manage, coordinate and implement utility and demand-side energy efficiency programs, reporting energy efficiency information and data to the NC Electric Membership Cooperative. Distribute materials to support energy efficiency and demand-side programs developed through the NC Electric Membership Cooperative.
- Coordinate, develop and implement public educational programs involving energy issues. Participates in community events beneficial for members, and spreads positive public relations pertaining to energy efficiency within the service territory.
- Manage, coordinate and implement the Cooperative's Renewable Energy Program to ensure regulatory compliance.
- Coordinate and conduct workshops for various community groups on the benefits of energy efficiency & beneficial electrification.
- Point of contact/liaison for member's energy related issues and assist members in sourcing energy from sustainable and cost-effective alternative energy sources such as but not limited to wind, solar, geothermal and hydropower. Knowledgeable of battery storage and generators.
- Provide professional, positive service to members while assisting them with their in-person, phone, and/or email inquiries about their energy efficiency, alternative energy sources, electric vehicles and all other service programs developed by LREMC.
- Responsible for renewal energy/member generation, process and approve interconnection applications. Analyze technical design details and specifications (i.e. one-line diagrams), maintain thorough documented records.

### Required for All Jobs

- Performs work according to applicable Federal and State safety regulations as well as LREMC policies, procedures, work practices and Safety Manual.

## Required for All Jobs

- Required to perform any other duties assigned in order to fulfill the objectives of the Cooperative.
- Maintains a friendly cooperative relationship with all employees, members, general public and other utilities, when performing responsibilities while promoting the Cooperative's mission and positive image.
- The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the employee.

## QUALIFICATIONS

### Work Experience

Experience	Experience Details	Required/Preferred
3-5 years	Progressively more responsible experience in the energy/environment field working on energy efficiency and alternative energy source issues, either on the demand- or supply-side, industrial, residential or utility	Required

### Knowledge, Skills, and Abilities

- Knowledge and experience in marketing energy services and data analysis techniques.
- Must have the ability to conduct energy audits and assessments.
- Knowledge of cooperative's Demand Side Management programs and incentives.
- Knowledge of residential/commercial conservation practices and measures.
- Knowledge of renewable energy systems.
- Proficiency in Microsoft Office Suite.
- Excellent organizational skills and superior attention to detail.
- Must have strong analytical, critical thinking, and problem solving skills.
- Must have the ability to communicate effectively both verbally and in writing.
- Must have the ability to analyze situations with a systemic approach, identify existing or potential problems and recommend solutions.

### Education

Education Level	Education Details	Required/Preferred
Bachelor's Degree	Electrical, Mechanical, Environmental, Construction, or Energy Systems Engineering  An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job	Required

### Licenses and Certifications

Licenses/Certification Details	Required/Preferred
Valid Driver's License	Required
Professional Energy Manager Certification	Preferred
Building Performance Institute (BPI) Certification	Required

## Competencies

### Core Competency

- Effective Knowledge - Demonstrate advanced knowledge of principles, practices, and procedures of a particular field of specialization and complete moderately complex assignments
- Accountability & Self Management - Work independently on moderately complex work assignments, review progress, and evaluate results
- Teamwork & Leadership - Oversee leadership of teams and projects that involve extensive cooperation and coordination between multiple departments across the cooperative or with external parties
- Communication - Prepare written and/or verbal presentations or proposals on complex issues and deliver to a broad variety of audiences
- Innovation & Problem Solving - Develop new techniques, concepts, theories, or programs and apply them to moderately complex strategic operating issues