

Lighting Auditor

Contemporary Energy Solutions, LLC

To work closely with the Project Management Team to conduct comprehensive energy efficiency audits and ensure accurate project documentation.

Outcomes

1. Conduct comprehensive energy efficiency audits while ensuring proactive reactions to evolving requirements

- Effectively audit 3.0+ million of square feet per month (750k weekly).
- Identify existing light fixture types, counts, controls, layouts, building dimensions, light levels, and additional inputs needed for energy savings calculations.
- Read floor plans, lighting specifications, and utility bills to extract project data inputs
- Capture necessary photos and details required for utility incentive applications.
- Prepare detailed audit reports summarizing audit results using provided templates
- Ensure all project documents are provided and submit all completed audits within 3 business days to the Proposal Team.
- Provide accurate energy audits as measured by maintaining an Audit Score of 8.0 or better. To be provided on a project basis by the assigned Project Manager.
- Utilize internal national account charter, when applicable, to ensure alignment prior to conducting field audit.
- Take the initiative to become familiar with our core group of suppliers and provide recommendations as to which one to specify while maximizing profit and meeting the customer's expectations.
- Take the initiative to learn incentive programs to assist in specifying which products that can give the end user the best financial outcome.
- Use an internal labor pricing matrix or actively reach out and obtain labor quotes to ensure proper pricing on proposals.
- Utilize industry experience and problem-solving strategies to effectively propose a suitable lighting system for the customer.
- Develop and optimize schedule based on type and location of incoming audit requests. The Lighting Auditor will typically travel Monday through Thursday, documenting anywhere from 3-12 sites each week. Travel required up to 90% of the time

2. Value Engineer in the design process when appropriate

- Identify what applications makes sense to run a new layout- develop an eye for this to help sales secure more new business.
- Design unique custom lighting designs to meet the customer's expectations including building out a controls' layout, photometrics and fixture re-grid, if necessary.
- Keep options open to maximize material and labor margins.

3. Have a good working relationship with Sales and Operations team and work well with customers

- Always provide full transparency on the status of audits and projects.
- Assist in gathering necessary information or documents from onsite contacts, when needed.
- Provide a high level of communication between CES Customers, Sales, and Project Management teams while embodying CES's core values while on-site.
- Build and maintain positive relationships with business stakeholders.
- Pursue additional revenue opportunities whenever possible.
- Always represent the company well and remember one of our key differentiators is great customer service.