

Project Associate - Energy Advisor

JOB DESCRIPTION: TRC Companies (TRC) is looking for an Energy Advisor to join a program team that provides energy efficiency project services to property owners of multifamily affordable housing throughout California. The Energy Advisor will act as the single point of contact for customers, providing guidance, contractor support and technical assistance from the energy audit and project scope review to verification of installation and incentive distribution. This is a customer-facing position that requires strong communication, attention to detail, and business acumen. Candidates with the right skill set will have a mix of office and field work conducting energy audits and inspections. This position is ideal for a candidate with 1-5 years of professional experience in the energy sector and relationship-building skills to grow with our company. Previous experience with utility programs, building science principles, renewable/energy efficiency technologies, Title 24, benchmarking, or construction management is a plus but not required.

The position will be located in one of TRC's California offices: Irvine, San Diego, Rancho Cordova (Sacramento), Oakland or San Francisco. Hybrid working is currently in effect. The majority of time may be remote but staff are encouraged to meet in local offices when appropriate and to foster team collaboration. This full-time position presents an excellent opportunity to join a successful, dynamic, and dedicated team and deliver immediate value to a leading and growing company in the energy efficiency industry.

JOB DUTIES: Responsibilities include but are not limited to the following:

- ◆ Serve in the role of Energy Advisor for a large multifamily energy efficiency program.
- ◆ Facilitate successful completion of energy efficiency projects through multiple stages from beginning to end, including but not limited to: conducting facility audits, energy benchmarking, scope of work design, project review, construction monitoring, close-out verification, and payment.
- ◆ Distribute large-scale payments (e.g., \$100,000+) for multifamily properties owners and contractors.
- ◆ Conduct property-level energy benchmarking using ENERGY STAR Portfolio Manager.
- ◆ Maintain a strong proficiency in program requirements such as eligible measures, program changes, incentive reservation status, and other information of interest to customers.
- ◆ Provide professional customer support on a range of items including program requirements, technical assistance, problem-solving, and timely project status updates.
- ◆ Collect, analyze, and maintain project data with a high level of accuracy.
- ◆ Maintain project data within a customer relationship management (CRM) database.
- ◆ Draft and deliver professional reports to program management and customers.
- ◆ Establish and maintain high standards of work, communication, and deliverables.
- ◆ Coordinate regularly with program team members, including engineering, outreach, operations and management staff.

QUALIFICATIONS:



- ◆ Associate's degree and at least three years of relevant experience, or a Bachelor's degree and at least one year of relevant professional experience.
- ◆ Interpersonal skills:
 - ◆ Self-driven and a team player with proven critical thinking, analytical, and problem-solving skills.
 - ◆ Strong teamwork skills that include highly effective communication in-person, over email, and over the phone.
 - ◆ Strong written communication in English. Bilingual (Spanish) is a plus.
 - ◆ Ability to work independently and collaboratively with a team and customers.
- ◆ Organizational skills:
 - ◆ Ability to contribute to multiple projects simultaneously with demonstrated attention to detail.
 - ◆ Excellent time management skills including the ability to monitor and manage project progress.
 - ◆ Ability to schedule and conduct meetings professionally.
- ◆ Technical competency:
 - ◆ Technical knowledge of/aptitude to learn technical industry concepts including lighting, mechanical, utility systems, building envelope, and energy distribution required.
 - ◆ Building science certification a plus.
 - ◆ Familiarity with project design and construction processes. Experience with cost estimating, purchasing and closeout is a plus.
 - ◆ Strong computer proficiency that ensures day-to-day work and meeting attendance can be performed successfully, particularly in a remote environment. Experience using MS Office (i.e., Outlook, Word, Excel, PowerPoint) and ability to conduct independent computer-based research is required. Experience with CRM database applications is a plus.
 - ◆ Experience with customer programs or service. Experience with utility or energy efficiency programs is a plus.
 - ◆ Affordable housing, low-income/disadvantaged community, EV charging, and/or demand response deployment experience is a plus.
- ◆ Other:
 - ◆ Eligible to work in the United States.
 - ◆ Valid driver's license in the State of California (must be obtained prior to employment); ability to travel within California.
 - ◆ Certification or membership related to the building or energy industry is a plus.

APPLICATION PROCESS: Please submit a resume, cover letter, and one professional writing sample with application.