**Job Description**

Job Title: **Energy Educator**

Program: Business Energy Consultation

Department: Operations Reports to: Program Manager

Location: Detroit, MI 48216 Date: 2018

**JOB SUMMARY**

Under the direction of the Program Manager, the Energy Educator will lead the daily Business Energy Consultations and Weatherization Program Pre-Inspections. These consultations and inspections require a business facility energy assessment, interface with multiple databases, installation of energy saving devices, and ensuring that high quality customer satisfaction is delivered.

**DUTIES AND RESPONSIBILITIES**

* Work independently to conduct business energy assessments. This includes travel to the business, meeting with the customer, completing paperwork, and using a handheld tablet to input energy saving measures, recommendations and interface with multiple databases.
* The individual will also maintain accurate supply inventory on a daily basis.
* Communicate project goals and convey positive image of project partners.
* Perform business energy assessments and record findings (e.g. insulation level, thermostat type, furnace efficiency and condition) and download/upload the required forms and worksheets.
* Teach customers how to perform simple low- and no-cost energy conservation measures, such as sealing air leaks and changing furnace filters.
* Provide and influence the customer toward additional energy education and savings; such as referral to other approved utility company community resources, and engaging customers in the creation of action plans, which detail the steps they must take to save energy and reduce costs.

**Qualifications:**

* Training in weatherization and / or energy efficiency principals and techniques
* Excellent communication and interpersonal skills
* Comfortable working in urban setting with people of diverse background
* Exercises good judgment and maintains safety at all times
* Able to lead, motivate, be diplomatic, and build positive rapport with customers
* Able to communicate with technical and non-technical individuals
* Able to work independently and with a team
* Able to work flexible schedule, including evenings and weekends
* Able to bend, stoop and reach
* Able to learn and work with new technology (e.g. handheld data devices)
* Current Michigan driver’s license and good driving record a must
* Must be able to pass criminal background check and drug screening

**SUPERVISION**

Direct Installers

**MINIMUM REQUIREMENTS**

1. Able to work in very fast-paced environment and hold to deadlines.
2. Problem-solver. Able to respond to diverse set of challenges in the field and do whatever it takes to meet project deliverables on schedule.
3. Ability to communicate effectively with subordinates, peers, superiors and customers
4. Knowledge and understanding of commercial energy audits and the direct install measures
5. Ability to influence customers to move toward additional utility and non utility programs to gain additional savings.
6. BPI Certification

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the work.

**Ricardo Trevino, Technical Recruiter**

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**Apply Directly: http://bit.ly/2rYVDfV**

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