

## Job Description: Energy Advisor I

<b>Date Created: April 2021</b>	<b>Location: Grand Rapids, MI</b>
<b>Reports to: Multifamily Field Leader</b>	<b>Department: Operations</b>
<b>FLSA Status: Non-Exempt</b>	<b>Niche: Energy Waste Reduction/Energy Efficiency</b>

### Company Overview

Walker-Miller Energy Services is a 20-year-old Detroit-based, core-values driven company committed to changing lives through energy efficiency. We create and manage customized energy waste reduction programs that help electric and gas utilities meet mandated energy savings goals.

Our experience driven philosophy of energy efficiency as economic development helps families and businesses save energy and save money. Through innovative, inclusive initiatives, we help build communities by creating local jobs, producing equitable energy savings for all rate payers, and spurring the growth of diverse local businesses.

Our operating philosophy is reflected in our core values. We refer to them as B-Hive:

- B - Boldly Go
- H - Humble Confidence
- I - Inclusive Stewardship
- V - Value Reputation
- E - Extraordinary Experience

### Position Summary

We provide our utility clients with a wide range of energy-saving and renewable energy solutions. From individual utility customers and construction contractors, to utilities, municipalities, and government bodies, our clients have come to depend on our customized energy efficiency programs to help them to meet their energy saving goals.

This Energy Advisor I is primarily responsible for providing our services directly to landlords, building owners and other utility customers. You will provide expert advice and coordination for our programs while recommending specific modifications to electric and/or gas systems; you will also convince prospective clients of the improved efficiency that our services will bring. This role combines field work with office time (typically 3 field days to 2 office days per week). You will also be working with others who are passionate about energy efficiency and making a positive impact on the industry.

**Essential Duties and Responsibilities: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.**

- Embrace and operate within the core values.
- Ensure that effective outreach and program marketing is delivered and annual key performance indicators (KPIs) are realized.

- Identify eligible participants and conduct initial interview to gauge energy efficiency interest.
- Interview with site operating personnel and complete a Preliminary Energy Assessment.
- Ensure that established daily performance goals are met to achieve program objectives.
- Generate leads with potential participants through attending events and outreach.
- Advise internal teams on any relevant program concerns and recommend changes to current procedures based on field interactions and customer, contractor, and trade ally feedback.
- Contribute to communication messaging strategies to realize program targets.
- Present high-level guidance of potential energy savings improvements to decision maker.
- Assist utility customers in applying for financing opportunities (if needed).
- Facilitating trade ally bidding.
- Monitor QA/QC of project work completion.
- Acquire and review relevant documents to assure materials qualify as directed.
- Complete application process to ensure incentives are distributed.
- Complete relevant reporting as needed.
- Performs related work as required.

#### **Education and Experience**

- Some college or equivalent work experience.
- Proven successful track record in motivated sales and outreach efforts.
- 1-2 years sales experience in Building Performance or equivalent.
- Effective oral, written, and interpersonal skills.
- Exemplary communication and presentation skills.
- Ability to prioritize activities and meet established goals and deadlines.
- Ability to work independently, take initiative, and handle a variety of activities concurrently.
- Work well independently or in a team environment.

#### **Required Knowledge, Skills and Abilities**

- Understanding of building components and the correlation to energy efficiency .
- Must be self-motivated, organized and have an ability to prioritize workload.
- Must be flexible to handle a wide work variety and work at a fast pace.
- Proficient in Microsoft Office, specifically Word, Excel and Outlook.
- Strong data entry skills in entering information in tracking systems/databases.
- Must be able to relate to and communicate effectively with varied socio-economic multiethnic individuals and/or groups.
- Ability to communicate effectively, both verbally and in writing with customers, clients and employees
- Capable of analyzing and interpreting data and solving practical problems.
- Knowledge of mathematical concepts such as fractions, percentages and ratios.
- Reliable transportation.

#### **Certification(s) and License(s)**

- Valid Driver's License

- Building Science Principles (preferred)

#### **Travel Requirements**

- Willingness to travel up to 75% of the time.
- Willingness to drive to the following counties/areas: Kent, Muskegon, Ottawa, Newaygo, Mecosta, Oceana, Mason, Lake, Oseceola, Missaukee, Manistee, Wexford, Grand Traverse, Leelanau, Benzie, Kalkaska, and Antrim.

#### **Physical Demands and Work Environment**

- The employee is frequently required to stand, walk, kneel, crouch, and/or crawl.
- Noise level is typically moderate.
- May occasionally be exposed to moving mechanical parts; high, precarious places; outside weather conditions.
- May occasionally be exposed to wet and/or humid conditions; extreme cold; extreme heat. In these circumstances, the employee will be required to comply with the prevailing safety training in place according to the individual customer requirements.
- Personal protective equipment including a hard hat, safety glasses and proper footwear must be worn when required by the job site.

**Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.**

The above information describes the general duties and requirements necessary to perform the principle functions of the position. This shall not be construed as a detailed description of all the duties and requirements that may be necessary in this position.

**Walker-Miller Energy Services is an Equal Opportunity Employer**