

Randolph Electric Membership Corporation Job Description

Job Title: Energy Efficiency Specialist
Department: Executive
District: Asheboro
Reports To: Energy Services Manager
FLSA Status: Non-Exempt
EEO Category: Technicians
Review Date: March 6, 2023

SUMMARY

Provides the membership with information and programs related to electrical energy usage. Foster internal communication to promote support for the Cooperative's mission while building morale. Foster external relationships that will promote the image and competitive position of the Cooperative.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

- 1) Visits new home sites to keep in touch with builders and the construction methods they are using and keep them abreast of related services available to REMC members.
- 2) Assists members seeking advice in planning for new or additional heating and cooling equipment.
- 3) Performs energy surveys for members stressing ways and means for the most efficient use of electricity.
- 4) Utilizes programs to increase member participation in energy efficiency programs and the use of energy-efficient products.
- 5) Compare existing energy consumption levels to normative data.
- 6) Helps create, develop, and implement special programs and/or technologies as needed.
- 7) Assist industrial and commercial members in using electrical energy efficiently.
- 8) Cooperates with representatives of other organizations in solving interrelated administrative, organizational, and technical problems.
- 9) Educate members on energy efficiency or answer questions on topics such as the costs of running household appliances or the selection of energy-efficient appliances.
- 10) Initiates and/or responds to correspondence related to electricity use.
- 11) Recommends revisions of bylaws, rules and regulations, and policies within assigned areas of responsibility.
- 12) Investigates member billing complaints for residential and commercial accounts.
- 13) Cooperates with representatives of other organizations (NCEMC, NCREA, RUS, NRECA, RTMC, etc.) in solving interrelated administrative, organizational, and technical problems.
- 14) Evaluates new technology in the field of energy conservation.
- 15) Inspects homes to see if the homeowner qualifies for the REMC energy-efficient retail rate.
- 16) Expert knowledge of the retail rate structure and billing procedures for REMC.
- 17) Understands the contents of REMC's Rules and Regulations, and Bylaws. Provides information to employees and members on the NC Green Power program.
- 18) Documents and promotes Distributed generation as it applies to commercial accounts.

- 19) Maintains a working understanding of demand response activities
- 20) Has a basic understanding of all types of REMC metering.
- 21) Promotes SB3 related programs
- 22) Understands and utilizes new technologies for energy use, billing, and reliability.
- 23) Is the first contingency for the creation of monthly energy conservation reports.
- 24) Supports the department in meeting all related strategic initiatives.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

- 1) Analytical - Uses intuition and experience to complement data.
- 2) Problem-Solving - Identifies and resolves problems in a timely manner.
- 3) Project Management - Completes projects on time and within budget.
- 4) Member Service - Responds promptly to member needs.
- 5) Oral Communication - Participates in meetings.
- 6) Teamwork - Contributes to building a positive team spirit.
- 7) Cost Consciousness - Works within the approved budget.
- 8) Diversity - Promotes a harassment-free environment.
- 9) Judgment - Exhibits sound and accurate judgment.
- 10) Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- 11) Quality - Demonstrates accuracy and thoroughness.
- 12) Quantity - Completes work in a timely manner.
- 13) Attendance/Punctuality - Is consistently at work and on time.
- 14) Innovation - Displays original thinking and creativity.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE

It is highly desirable that the applicant for this job has a minimum of a two-year degree in studies relating to building construction and/or energy use and /or electricity/electronics and three years experience in related areas or equivalent experience in the related areas.

LANGUAGE SKILLS

- 1) Ability to read, analyze, and interpret common technical journals, legal documents and government regulations.
- 2) Ability to write reports, business correspondence, and newsletter articles.
- 3) Ability to respond to common inquiries or complaints from members, regulatory agencies, or members of the business community.
- 4) Ability to effectively present information and respond to questions from top management.

MATHEMATICAL SKILLS

- 1) Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- 2) Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- 3) Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

- 1) Must hold a valid driver's License
- 2) Must hold CPR (cardiopulmonary resuscitation) and First Aid certificates

COMPUTER SKILLS

To perform this job successfully, an individual should be able to navigate the Internet and utilize:

- 1) Microsoft Excel
- 2) Microsoft Word
- 3) Microsoft Outlook
- 4) Microsoft PowerPoint
- 5) In-house software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

OTHER SKILLS AND ABILITIES

Must be able to use a personal computer, calculator, telephone, copier, fax, and two-way radio

OTHER QUALIFICATIONS

- 1) Must be willing and able to work extra and/or irregular hours as the needs of the job may require.
- 2) Must be outgoing and able to meet people easily.
- 3) Must observe all safety rules and regulations adopted by REMC.
- 4) Must attend schools and conferences as requested by the Energy Services Manager.
- 5) Must be able to travel on a limited basis. Most trips will be limited to a two-hundred-mile radius of Asheboro. There will be occasional trips to other parts of the country for a duration of two to five days.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate to loud. An example of a moderate environment is an office with computers and printers running. An example of a loud work environment is the operation of large, construction equipment.

AUTHORITIES AND ACCOUNTABILITY

The Energy Efficiency Specialist shall have full authority to carry out the duties and responsibilities of this position in conformity with established policies and procedures.

He/She is accountable to the Energy Services Manager for the efficient performance of these responsibilities.

He/She is encouraged to use initiative and judgment in making decisions remembering that the Cooperative's best interests can be affected by his/her actions. He/She should feel free to make suggestions for the improvement of operations and efficiency.

He/She shall secure the approval of his/her immediate supervisor in making decisions when policies are not clear, adequate, or require interpretations.