

## ENERGY CONSULTANT 2



## VERMONT ENERGY INVESTMENT CORPORATION

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Reports to: Senior Energy Consultant - Supervisor  
Department: Business Energy Services  
Approved Date: September 21, 2009

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### **JOB SUMMARY:** (What is done and why.)

Identifies, advocates for and advises on energy efficiency improvements in new construction and existing industrial, commercial and multi-family buildings and facilities. Participates in the development and delivery of market based services to maximize the penetration of cost effective energy efficiency in business markets while contributing to a mission-driven, creative, enjoyable and stimulating work environment.

### **ESSENTIAL FUNCTIONS:** (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Works with and maintains relationships with customers, including but not limited to, several high profile key players, including Account Managed business customers and facility operators, as well as architects, engineers, vendors, trade allies and other relevant players. Effectively promotes the installation of cost-effective efficiency improvements in customers' future and existing buildings and facilities and creatively overcomes barriers to installation.
2. Performs wide range of analysis, including complex energy analyses, analyzes fuel and utility bills, estimates savings and costs, provides financial analysis, screens measures and provides technical assistance and prepares a written report with energy efficiency upgrade recommendations for customers. Oversees and takes responsibility for subcontractor analyses when appropriate.
3. Adopts and applies knowledge in work with customers regarding new technical products, process improvements, and substantial technological opportunities. Takes an active role in identifying new products and/or approaches and supporting others in adopting them for our work.
4. Works with BES Energy Consultants, Managers, Sr. Energy Consultants and customers to determine, present, and negotiate the appropriate incentives in the context of a well articulated/documented strategic customer approach.
5. Excels at customer relations and persuading customers to make investments in energy efficiency. Identifies and prioritizes site specific project needs and opportunities, develops customer relationships, manages Customer expectations, and inspects installed measures. Efforts consistently result in repeat business.
6. Builds and maintains relationships with customer decision makers and implementation staff to maximize energy savings goals.

7. Maintains accurate and timely project records and documentation within VEIC's database system and in hard copy files.
8. Reviews other Energy Consultants' savings calculations and authorizes incentive payments following established protocols.
9. Supports and collaborates with other VEIC staff to deliver market-based services. For example: supporting business development efforts, Efficiency Vermont conference, assist with development of training for clients and internal staff, researching new products, technologies, and better ways of doing things. Provides input into development or modification of services. Provides feedback to Planning and Development staff regarding market initiatives.
10. Communicates with customers to ensure their expectations are met and their continued satisfaction with VEIC's services, while persuading them to adopt additional energy efficiency recommendations on a consistent basis.
11. When required, develops project specifications, solicits contractor submittals and participates in pre-bid meetings for (but not limited to) moderate and complex projects.
12. Provides mentorship and technical guidance to less experienced staff.
13. Develops and implements written strategic project plans as needed for efficient and effective project delivery. Communicates and confirms value of services delivered on a project basis with customer.
14. Provides support to the activities of VEIC as necessary to accomplish organizational goals and objectives.

**KNOWLEDGE AND EXPERIENCE:** (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Strong personal commitment to the mission, vision, goals and values of VEIC.
2. Bachelor of Science degree in mechanical or electrical engineering, environmental science, related field and/or CEM preferred (or work experience demonstrably resulting in sufficient technical knowledge level), plus a minimum of five years analyzing energy use, identifying opportunities for energy improvements, and assisting customers, or a combination of education and experience from which comparable knowledge and skills are acquired.
3. Strong understanding of buildings, facilities and/or manufacturing systems, building energy use, building construction, and energy analysis techniques. Experience with large scale commercial/industrial a plus.
4. Demonstrated and applied understanding of negotiation skills, financial analysis and business strategies.
5. Demonstrated success in handling multiple concurrent projects as it relates to project management, construction management and/or building long-term customer relationships.
6. Experienced with spreadsheet, word processing, computer-based analysis tools and modeling software.
7. Knowledge of relevant codes and standards and fully competent both internally and externally in one or several areas of expertise.

8. Strong interpersonal skills and excellent written and oral communication skills and ability to apply within a team environment.
9. Demonstrated ability to be organized, detail-oriented, accurate, and independently handle multiple moderate size and complex projects and competing priorities in a dynamic and fast paced environment.
10. Able to quickly adapt with minimal coaching to new situations, processes and innovation; ability to adapt style to meet the needs of individuals and/or the organization.

**WORKING CONDITIONS:** (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

**Internal-** Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

**External -** Work requires moderate travel approximately 35% on average throughout Vermont to visit sites where efficiency measures are possible, proposed or installed. Site visits may include entry into existing commercial, industrial, multifamily, or institutional facilities or construction sites. Site visits may involve examination of mechanical or electrical systems and/or processes, as well as building components. Candidates must possess a reliable vehicle for travel required by position. Off site environmental conditions could be hazardous at times. These conditions may require wearing personal protective gear required to prevent harm or injury.

**PHYSICAL DEMANDS:** (The physical effort generally associated with this position.)

**Internal:** Work involves standing and walking for brief periods of time, but many duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing of approximately 40 pounds such as files, documents, and some equipment. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.

**External:** Work may involve inspecting and crawling in confined spaces as well as climbing ladders. Work may involve carrying equipment weighing approximately 40 pounds such as laptop and meters.