

## ES SENIOR TECHNICAL SPECIALIST



## VERMONT ENERGY INVESTMENT CORPORATION

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Reports to: ES Director of Business Energy Services  
Department /Group: Efficiency Smart (ES)  
Department: Business Energy Services (BES)  
Date Approved: 9.01.10

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

Leads the development and coordination of technical policies, systems and engineering resources for ES to ensure the delivery of high quality technical information and services to ES staff, subcontractors and customers, 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. Leads the development and refinement of technical resources, policies, systems, analysis methods, and measure characterizations to ensure the delivery of high quality technical information and services to market teams, staff, and customers.
2. Leads the development, procurement, and maintenance of the technical analysis tools necessary for efficient, appropriate and accurate technical analysis and reporting of efficiency measures.
3. Provides assistance and training for ES staff in use of technical analysis tools and methods, and assists staff with custom analysis and screening.
4. Coordinates between ES and other groups within VEIC on technical and tool issues, including issues related to the Technical Reference Manual (TRM).
5. Coordinates technical sessions and other opportunities for training and sharing of technical information, in cooperation with ES managers.
6. Leads ES participation in savings verification and technical quality assurance activities, including providing training, developing policies and procedures, and participating in periodic technical reviews.
7. Oversees the work and performance of subcontractors working on assigned technical activities to ensure that contractual obligations are met in a timely, accurate, and cost-effective manner.
8. Engages in project management and other project work as needed.
9. Participates in and is supportive of cross-functional teams and other processes.
10. Coordinates, as necessary, the delivery of services and initiatives with other VEIC staff, including residential, planning and evaluation, business development and marketing, accounting, and IT staff, to ensure that contract performance goals are achieved.
11. Maintains awareness and understanding of other VEIC activities and coordinates as necessary to maximize benefits and success of organizational efforts.

12. 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. Masters degree in engineering or environmental science plus minimum 5 years relevant professional experience or a similar combination of education and experience from which comparable knowledge and skills were acquired.
3. Experience and strong proficiency with detailed engineering analysis, documentation of analysis procedures, development of analysis tools.
4. Strong understanding of building and industrial systems, energy use, construction, and energy analysis techniques.
5. Knowledge of modeling software and concepts.
6. Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities in a dynamic and fast paced environment.
7. Strong interpersonal skills and excellent written and oral communication skills.
8. Experience training technical staff in analysis techniques and software.
9. Superior proficiency with spreadsheet, word processing, and database software.
10. Technical leadership experience, including team leadership, facilitation, reviewing work of others, communications and the ability to develop and attain goals.
11. Ability to develop working relationships with regulators, third-party reviewers, and utility representatives.
12. Demonstrated ability to work independently.

**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 job duties.

**External-** Work requires moderate travel throughout Ohio 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. Other travel outside of Ohio may be required.

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

Work involves standing and walking for brief periods of time, but most 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.

**SUPERVISED BY:**

Supervision is received from the ES Director of BES.