

Are you interested in energy conservation?

Cenergistic® is currently accepting applications for

1 FULL-TIME CENERGISTIC ENERGY SPECIALIST FOR PERTH AMBOY PUBLIC SCHOOLS

Cenergistic: Your Trusted Energy Advisor

Interested individuals should apply to: <http://www.cenergistic.com/careers>

APPLICATION DEADLINE: Until Filled

Cenergistic is an Equal Opportunity Employer

Cenergistic has Nine Consecutive Years of National ENERGY STAR Recognition.

Position Objective

The Cenergistic Energy Specialist serves as the “face” of Cenergistic’s energy conservation program and works to establish accountability for energy consumption in the organization. This person is responsible for developing and driving the organization’s energy conservation program. The Energy Specialist will be hired, trained and employed by Cenergistic. For more information about Cenergistic, visit www.cenergistic.com.

Summary

The Cenergistic Energy Specialist’s two primary duties will be to spend time identifying savings opportunities and working with the organization’s personnel executing implementation strategies. To ensure overall program accountability and positive results, the Cenergistic Energy Specialist will use an accounting software program to manage and analyze utility bill data and energy consumption information related to energy use in the organization’s facilities and areas.

The candidate shall sign a confidentiality agreement with Cenergistic and agree to a description of services that specifies requirements for the position and aspects of the implementation plan.

***The Human Resources office will not accept applications for this position. Interested individuals should apply directly to www.cenergistic.com/careers.**

Cenergistic Energy Specialist Position Description

Essential Functions of the Position:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

- Advise, assist and make recommendations to the Chief Administrator and leadership on consumption and general energy conservation measures.
 - Manage and maintain all utility consumption records and data, keeping records up to date in a timely manner. Regularly track and analyze data.
 - In addition to accountability to Cenergistic's Energy Consultants, the Cenergistic Energy Specialist will be accountable to the Client's Program Liaison and will meet with that person at least once monthly in order to report the status of the client's energy program.
 - Coordinate with internal and external Public Relations groups to utilize all media and communication opportunities that promote the Organization's energy management program successes.
 - Report quarterly to the Board or Governing body on status and success of the energy program.
 - Provide regular communication with leadership and custodial staffs.
 - Report to the Program Liaison any safety hazards observed.
 - Coordinate with the maintenance director the repairs of energy management systems (EMS).
 - Effectively communicate with Client staff promptly to address any comfort issues.
 - Complete weekly report comparing your performance to the implementation plan.
 - Represent Cenergistic in the highest professional manner to the Organization.
-

Credentials and Experience:

1. Graduation from an accredited College or University with a Bachelor's degree and 2-3 years' work experience
2. Or Graduation from a standard senior high school or possession of a high school equivalency diploma with six (6) years' work experience
3. Certification in the following fields considered a plus
 - a. CEM – Certified Energy Manager
 - b. CMVP – Certified Measurement and Verification Professional
 - c. PMP – Project Management Professional

Status: Exempt

Supervisor: Report to Cenergistic Program Director and Regional Manager

Knowledge of:

- Administration and record keeping
- Accountability, reporting, program implementation
- Data and trend analysis

- Coordinating meetings, creating agendas and documenting minutes
- Promoting Client involvement and engagement
- Strong verbal and written communication skills
- Strong computer skills utilizing Microsoft Office with heavy emphasize in Excel. Accurate data entry.

Ability to:

- Be coached and trained in the Cenergistic program model
- Commit to irregular hours (nights, weekends, early mornings, holidays and summer)
- Read manuals and follows steps to program equipment
- Read and analyze utility bills
- Analyze and interpret technical data and communicate it to non-technical individuals
- Meet deadlines
- Work independently in an efficient and organized manner
- Exercise good judgment in implementation of policy
- Maintain favorable public relations in a professional manner as a Cenergistic employee
- Leverage communication skills to encourage change
- Conduct presentations to large or small groups
- Communicate in a positive and encouraging manner as a Cenergistic employee
- Use a large measure of diplomacy, negotiation and leadership skills
- Use good judgment
- Organize multiple tasks in an efficient manner and prioritize duties
- Communicate effectively in public speaking engagements as required

Working Conditions & Environment/Physical Requirements

The physical demands described here are representative of those that must be met by a Cenergistic Energy Specialist to successfully perform the essential functions of this job.

- Work is generally performed in an office and in the field
- Must be able to climb, bend, stoop, squat, twist, kneel, turn and reach overhead
- Must be able to walk and stand for long periods
- Working in confined spaces is sometimes required
- Must be able to push, pull or lift at least 25 pounds
- Must be able to read various forms of written materials and must be able to recognize different signs and symbols
- Hearing must be sufficient to communicate in person and hold telephone conversations in normal range
- Must have mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Must have physical tolerance if exposed to dust, pollen, specific agents/chemicals, cleaners and foul smells
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may also occasionally be experienced
- Must have manual dexterity sufficient to write, use the telephone, operate computer, copy machine and other equipment with dexterity and in a safe and efficient manner
- Must use speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Must be able to commute between the organization's buildings