

**CENERGISTIC® is currently accepting applications for
CENERGISTIC ENERGY SPECIALIST
FOR COVINA-VALLEY USD, Covina, CA**

INTERESTED INDIVIDUALS SHOULD APPLY TO: www.cenergistic.com/careers

APPLICATION DEADLINE: Until Filled

Cenergistic is an Equal Opportunity Employer

Position Objective

The Cenergistic Energy Specialist serves as the “face” of Cenergistic’s energy conservation program and works to establish accountability for energy consumption. This person is responsible for developing and driving the organization’s energy conservation program.

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 a combination of technology and software 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 Energy Specialist will be hired, trained and employed by Cenergistic.

For more information about Cenergistic visit www.cenergistic.com.

Please view our short video! <https://www.youtube.com/watch?v=ML95IZv7ECg>

Role: Cenergistic Energy Specialist

Status: Exempt

Reports to: Cenergistic Senior Vice President and Client Manager

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

1. Identify energy consumption, analyze data and make recommendations to Client leadership regarding consumption and general energy conservation measures.
2. Utilize the latest in technology relating to energy consumption, utility usage and EMS data.
3. Perform on-site audits.
4. Manage and maintain all utility consumption data and ensure savings measurements are accurate.
5. The Cenergistic Energy Specialist will meet with the Client’s Program Liaison at least once monthly to report the status of the client’s energy program.

6. Coordinate with internal and external Public Relations groups to utilize all media and communication opportunities that promote the Client's energy management program successes.
7. Report quarterly to the Board or Governing body on status and success of the energy program.
8. Cultivate and maintain open communications with Client leadership, facilities, maintenance and custodial staff.
9. Report to the Program Liaison any safety hazards observed.
10. Coordinate with the maintenance director regarding repairs of energy management systems (EMS).
11. Effectively communicate with Client staff promptly to address any comfort issues.
12. Complete timely reports comparing your performance to the implementation plan.
13. Represent Cenergistic in the highest professional manner to the Organization.

Qualifications:

14. Graduation from an accredited College or University with a bachelor's degree and 2-3 years' work experience
15. Or Graduation from a standard senior high school or possession of a high school equivalency diploma with six (6) years' work experience
16. Demonstrate analytical, organizational and problem-solving skills
17. Must possess above average written and verbal communication skills
18. Ability to exercise good judgement in implementation of policy
19. Ability to promote Client involvement and engagement to implement change
20. Ability to conduct presentations in large and small groups
21. Demonstrate ability to organize, prioritize and manage multiple tasks and concurrent projects
22. Must possess above average experience with technology and personal computer operations including Microsoft Office products with strong emphasis in Excel, smartphone applications and handheld tablets
23. Must Commit to irregular hours (nights, weekends, early mornings, holidays and summer)
24. Must maintain a valid driver's license and the ability to drive to client locations

Work Environment

While performing the duties of this job, the employee occasionally works in outside weather conditions, near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move objects up to 10 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.