Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Energy Efficiency Initiatives Coordinator

Reports To: Community Services Director

Supervises: Energy Efficiency Assistants, Interns, and Volunteers

FLSA Status: Exempt

Pay Grade: 4

General Duties:

The Energy Efficiency Initiatives Coordinator will work collaboratively with energy providers, local businesses, municipalities, and contractors to assess client energy efficiency needs in the community. A primary focus of the position will be to implement programs and training resulting in reducing energy utilization and associated expenses. The Energy Efficiency Initiatives Coordinator will be responsible for collecting the data from specific sectors and markets to develop effective energy efficiency proposals necessary for achieving the established annual energy savings goals. Additional duties include coordination with the weatherization program to assess available resources for supporting improved living conditions of clients through energy conservation initiatives.

Specific Duties and Responsibilities:

- The Energy Efficiency Program Coordinator will support the Division Director in handling the day-to-day operations of a variety of programs which includes providing effective training and guidance to program staff and vendors in a timely fashion and within a fast-paced environment
- Works well as part of a team to achieve annual energy savings goals for our clients and businesses through effective energy efficiency programs
- Develops and presents education programs and workshops related to energy conservation and efficiency
• Provides exceptional customer service, answering inquiries pertaining to program and technical requirements and offering guidance in a high-volume environment
• Determines program eligibility of energy-efficient clients
• Reviews all invoices submitted by program participants to ensure data accuracy and completeness of records
• Coordinates the marketing and communications related to the energy efficiency program and tracks leads and opportunities of potential clients
• Communicates with program participants to resolve issues efficiently and effectively
• Consults with internal work groups and shares best practices
• Other duties as assigned

Required Knowledge, Skills, Characteristics and Abilities:

• Experience in community organizing, event planning, and leading small groups required. Bachelor’s degree in an energy science program or related field is preferred. Relevant experience may be substituted for education requirements.
• Driver’s license and ability to travel to client sites
• Ability to pass criminal background check
• Ability to analyze data trends and preparing analytic reports
• Ability to be meticulous and highly detailed with coordinating data, reports, and program information
• Ability to conduct community outreach initiatives including door-to-door interactions with potential clients
• Ability to handle program and client information in a confidential manner.
• Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community
• Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work
• Ability to communicate effectively both written and verbally
• Ability to follow written and oral instructions with minimum supervision
• Ability to organize time effectively and to set work priorities
• Good understanding of the English language (spelling, punctuation, grammar)
• Ability to meet the public and interact in a courteous manner
• Ability to supervise and provide effective leadership of the Energy Efficiency Initiatives Assistants, Interns, and Volunteers
• Possess writing and mathematical skills sufficient to complete all paperwork requirements
• Ability to work as a team member and demonstrate exceptional interpersonal skills including courtesy, professionalism, and a cooperative attitude
• Ability to attend worksites regularly to perform job duties and responsibilities

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Frequent near-vision use for reading and computer work
• Evening and weekend availability is required as needs of the program dictate.
• Travel to meetings, training, service delivery, and other client sites
• Sit/stand at a desk 30 - 40% of workweek

**Competencies:**

• Interpersonal Skills
• Motivation to Succeed
• Communication Proficiency
• Problem Solving/Analysis
• Project Management
• Decision Making
• Ethical Conduct
• Time Management

**Work Environment:**

• Office work will be performed in an open cubicle environment. This environment may, at times involve distractions
• Typically exposed to office noises and interruptions such as printers, phones, and clients. Office work will be performed in an open cubicle environment sometimes involving distractions
• Time away from the office involves driving to meet with business owners, homeowners, and community groups and may be subjected to noise, weather, and heat

**Disclaimer:**
This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee ___________________________  Date _____________

Date: 4/1/19