

Job Description

Energy Efficiency Program Manager

Primary Function

To manage the Energy Efficiency Program with all Energy Upgrade projects per company standards, fully utilizing company's software and required rebate and loan documentation. Provide excellent customer service at all stages of projects and assist with all community outreach events.

Major Responsibilities

- Managing the day to day sales and production of projects. Prior to start and at the completion of the job, you will be required to complete and process necessary paperwork to be submitted to Energy Upgrade California and emPower program for all approvals through final payment.
- Administrative and site-specific coordination with subcontractors and project managers including: Obtaining bids, correspondence, on-site meetings, quality control and customer service.
- Research best products and practices for water heaters, heat pumps, and other HVAC and energy efficient product selection.
- Does analysis on completed jobs to ensure proper assumptions and costs are being used in the estimating process.
- Manage the Change Order process from estimate to change order signing
- Obtaining all necessary permits for Energy Upgrade work.
- Hands Project over to a Company assigned Project Manager who will manage the day to day production of the job. At the completion of the job, you are required to complete and process necessary paperwork to be submitted to the EUCC Programs for final payment.
- Developing Standard Operating Procedures ("SOPs") for Company, from the initial site visit with a client to the payment of any and all final rebate checks to homeowners after the work is completed.
- Performing energy assessments, processing rebate and loan documentation, performing Test Outs to verify results.
- Producing Energy Pro Reports for various and sundry Company uses
- Direct sales to individuals for energy efficient options and appliances
- Interacting with emPower SBC events outside normal business hours for marketing and community outreach purposes.

Skills & Knowledge

- Familiarity with Green Building and Energy Efficiency Retrofit practices
- Excellent customer service skills
- Proficient in Microsoft Office suite
- Detail oriented
- Highly motivated, self-starter
- Organized, with excellent time management skills
- Excellent verbal and written communication skills
- Able to work in it and on it simultaneously
- Comfortable learning new software