

## Job Description: Energy Advisor

	<b>Location: Collinsville, IL, Decatur, IL &amp; Peoria, IL</b>
<b>Reports to: Field Supervisor</b>	<b>Program: IQ Illinois</b>
<b>FLSA Status: Non-Exempt</b>	<b>Niche: Income-Qualified Programs</b>

### **Position Overview:**

This position is responsible for traveling to pre-scheduled appointments to install energy efficient equipment and products. Services are targeted to the residential and small commercial markets including building owners, management companies, small business owners, and trade allies / contractors. Introduce the various incentive programs that pertain to the customer segments, if necessary. This position will also be responsible for introducing and explaining the incentive programs that pertain to these customers sectors.

**Essential Duties and Responsibilities: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.**

- Perform all required duties as directed to install energy efficient equipment and products
- Install all energy efficiency equipment according to proper procedures
- Daily travel to pre-scheduled appointments
- Provide a professional appearance appropriate for a representative of our organization and the client
- Ensure the meeting of customer specifications and company quality standards
- Complete special projects as assigned
- Complete and maintain all required paperwork, records, documents, etc
- Develop a comprehensive understanding of the program's strategic direction regarding energy efficiency and the business activities of its customers
- Follow and comply with all safety and work rules and regulations
- Perform all required duties as directed to install energy efficient equipment and products including aerators, showerheads, and compact fluorescent lights
- Assist in conducting blower door and combustion safety tests if required by the program
- Apply insulating and/or sealing material to exterior penetrations, window and door gaps, attic floor penetrations, attic doors and box sills as required
- Daily travel to pre-scheduled appointments at apartments, condo units and other qualified building types
- Work in a team atmosphere to collaborate and continuously improve operations year after year
- Occasional weekend travel to a job site to accommodate a customer's need may be required

### **Education and Experience:**

- High School diploma or equivalent required
- One to three years of experience preferably in basic wiring, lighting, HVAC, troubleshooting and/or other technologies installed in commercial/residential applications.
- One to two years of previous customer service/sales experience required.
- Mechanical and technical aptitude required

- Experience in installing technologies, manual labor and using tools – *Preferred*
- Background preferred in one or more of the following: - *Preferred*
  - Building science and design
  - Building envelope
  - Weatherization or related fields
  - Building maintenance
  - Home inspection
  - HVAC, lighting, controls or renewable energy
- Strong customer service and communication skills
- Must be able to handle a wide work variety and work in a fast paced environment
- Must be a detail-oriented, organized, self-starter, and have an ability to prioritize workload

**Required Knowledge, Skills, and Abilities:**

- Ability to identify and resolve project application issues with customers and trade allies
- Proficient in Microsoft Office, specifically Word, Excel and Outlook
- Strong data entry skills in entering information in tracking systems/databases
- Ability to communicate effectively, both verbally and in writing with customers, clients and employees
- Ability to analyze and interpret data and solve practical problems
- Knowledge of mathematical concepts such as fractions, percentages and ratios
- Valid driver's license and reliable transportation
- Willingness to travel approximately 95% of the time, including occasional overnight travel

**Physical Demands and Work Environment:**

- Required to sit, stand, walk; talk and hear; and ability to touch and handle tools and/or controls
- The employee is frequently required to stand, walk, kneel, crouch, and/or crawl
- Ability to lift up to 50 pounds
- Noise level is typically moderate to loud
- May occasionally be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock
- May occasionally be exposed to wet and/or humid conditions; extreme cold; extreme heat; and vibration. In these circumstances, the employee will be required to comply with the prevailing safety training in place according to the individual customer requirements

**License and Certifications:**

**BPI Certifications** – Building Analyst (BA) and Envelope Professional (Env, EP)

The physical demand and work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.**

The above information describes the general duties and requirements necessary to perform the principle functions of the position. This shall not be construed as a detailed description of all the duties and requirements that may be necessary in this position.