

## Project Associate - Energy Advisor

**JOB DESCRIPTION:** TRC Companies (TRC) is looking for an Energy Advisor to join a program team that provides energy efficiency project services to property owners of multifamily affordable housing throughout California. The Energy Advisor will act as the single point of contact for customers, providing guidance, contractor support and technical assistance from the energy audit and project scope review to verification of installation and incentive distribution. This is a customer-facing position that requires strong communication, attention to detail, and business acumen. Candidates with the right skill set will have a focus on hybrid office work, with the opportunity for field work conducting energy audits and inspections. This position is ideal for a candidate with 5-10 years of professional experience in the energy sector and relationship-building skills to grow with our company. Previous experience with utility programs, building science principles, renewable/energy efficiency technologies, Title 24, benchmarking, or construction management is a plus but not required.

The position will be located in one of TRC's California offices: Irvine, San Diego, Rancho Cordova (Sacramento), Oakland or San Francisco. Hybrid working is currently in effect. The majority of time may be remote but staff are encouraged to meet in local offices when appropriate and to foster team collaboration. This full-time position presents an excellent opportunity to join a successful, dynamic, and dedicated team and deliver immediate value to a leading and growing company in the energy efficiency industry.

**APPLICATION PROCESS:** Please submit a resume. Cover letter optional but will allow the team to have additional insight on your qualifications. Combine all files to 1 pdf for file upload.

**JOB DUTIES:** Responsibilities include but are not limited to the following:

- ◆ Serve in the role of Energy Advisor for a large multifamily energy efficiency program.
- ◆ Facilitate successful completion of energy efficiency projects through multiple stages from beginning to end, including but not limited to: scope of work design, project review, construction monitoring, close-out verification, and payment.
- ◆ Distribute large-scale payments (e.g., \$100,000+) for multifamily properties owners and contractors.
- ◆ Maintain a strong proficiency in program requirements and other information of interest to customers.
- ◆ Provide professional customer support on a range of items including program requirements, technical assistance, problem-solving, and timely project status updates.
- ◆ Collect, analyze, and maintain project data with a high level of accuracy.
- ◆ Maintain project data within a customer relationship management (CRM) database.
- ◆ Draft and deliver professional reports to program management and customers.
- ◆ Coordinate regularly with program team members, including engineering, outreach, operations and management staff.



### QUALIFICATIONS:

- ◆ Associate's degree and 7+years of relevant experience, OR a Bachelor's degree and 5+ years of relevant professional experience.
- ◆ Interpersonal skills:
  - ◆ Self-driven and a team player with proven critical thinking, analytical, and problem-solving skills.  
Highly effective communication in-person, over email, and over the phone in English  
Bilingual (Spanish) is a plus.
  - ◆ Ability to work independently and collaboratively with a team and customers.
- ◆ Organizational skills:
  - ◆ Ability to contribute to multiple projects simultaneously with demonstrated attention to detail.
  - ◆ Excellent time management skills including the ability to monitor and manage project progress.
  - ◆ Ability to schedule and conduct meetings professionally.
- ◆ Technical competency:
  - ◆ Technical knowledge of/aptitude to learn technical industry concepts including lighting, mechanical, utility systems, building envelope, and energy distribution required.
  - ◆ Familiarity with energy efficiency project design and construction.
  - ◆ Strong computer proficiency that ensures day-to-day work and meeting attendance can be performed successfully, particularly in a remote environment. Experience using MS Office (i.e., Outlook, Word, Excel, PowerPoint) and ability to conduct independent computer-based research is required. Experience with CRM database applications is required.
  - ◆ Experience with technical implementation in utility, state, federal or other programs that delivers funding for energy-related upgrades.
  - ◆ Building science certification(s) is a plus. For instance, BPI Building Analyst, BPI Multifamily Analyst, HERS Rater, Certified Energy Analyst, Certified Energy Manager.
  - ◆ Affordable housing, low-income/disadvantaged community, PV and solar thermal systems, and/or demand response deployment experience is a plus.
- ◆ Other:
  - ◆ Eligible to work in the United States.
  - ◆ Valid driver's license in the State of California (must be obtained prior to employment)
  - ◆ Access to a Vehicle.
  - ◆ Ability to travel up to 25% within California for Site Visits.
  - ◆ Certification or membership related to the building or energy industry is a plus.

In accordance with local law, the following compensation range is applicable for the job and location associated with this requisition: \$60,000-90,000. Compensation will vary based upon experience, education, skill level, and other compensable factors.