



## Employment Opportunity

### Green Institute Energy Efficiency Technical Specialist

Green Institute seeks an Energy Efficiency Technical Specialist whose primary responsibility is to provide support to the Community Energy Program at The Green Institute. The position reports directly to the Community Energy Program Manager. Please submit applications to [nkelly@greeninstitute.org](mailto:nkelly@greeninstitute.org) or to Nancy Kelly at 2801 21<sup>st</sup> Ave. S. Minneapolis, MN 55407. Applications received after April 9, 2010 may not be considered.

#### BACKGROUND

Green Institute's mission is to "sustain the environment and our communities through practical innovation." The Community Energy Program accomplishes this through working to develop or assist in the development of community-oriented energy efficiency and renewable energy projects. The main focus areas of the community energy program include residential and small businesses. The primary outreach mechanism for community energy projects is through the ReUse Program customer base and the Metro Clean Energy Resource Team.

This position is funded by a grant from the US Department of Energy with funding covered through March 31<sup>st</sup>, 2011. The grant is focused on the expansion of the energy conservation programming at The Green Institute and evaluating the feasibility of the collection of residential/commercial organics for the production of biogas. This position will focus on support the expansion of the energy conservation programming.

More information at [www.greeninstitute.org](http://www.greeninstitute.org) and [www.cleanenergyresourceteams.org](http://www.cleanenergyresourceteams.org)

#### RESPONSIBILITIES AND DUTIES

The Energy Efficiency Technical Specialist reports to the Community Energy Project Manager. This includes the following tasks:

- Conduct applied research on energy conservation/efficiency for small commercial buildings, including collection of benchmark and baseline data, keeping up with the most up to date credible research on energy saving technologies, and regularly communicating results in a professional manner
- Work as part of a team ensuring that the evaluation, implementation and verification of energy efficiency projects are successfully executed.
- Review technical specifications, engineering calculations and interface with contractors for cost estimates and installation of energy efficiency project for small commercial customers.
- Complete appropriate residential energy efficiency course and provide technical support to residential energy efficiency program
- Provide technical and project support to the Clean Energy Resource Teams, including assisting with measurement and verification of energy savings of CERTs projects
- Contribute to efforts to strengthen the Community Energy program at the Green Institute

*Sustaining the environment and our communities through practical innovation.*

## **QUALIFICATIONS AND EXPERIENCE**

A qualified candidate will possess the following characteristics:

### Technical

- Experience with utility energy efficiency programs and knowledge of energy efficiency technologies associated with small-commercial building systems.
- Understanding of energy codes and standards
- Experience and skill taking field measurements and analyzing field data included in the energy audit process for small commercial or residential buildings.
- Ability to analyze field data and
- Technical background in energy issues and data analysis such as provided by a degree or certification
- Experience in the building trades is a plus

### General

- Bachelors degree in Mechanical or Electrical engineering and a minimum of 3 years of utility, energy efficiency, or equivalent trade experience (electrical or HVAC contracting)
- Attention to detail, ability to identify problem and develop solutions with high quality and follow-through
- Strong written and oral communications skills in communicating technical information to non-technical audiences
- Ability to work effectively with a wide range of people and as part of a team
- Ability to self-initiate and work independently, including effective time management
- Basic computer skills (Word, Excel, etc.)

## **SALARY AND BENEFITS**

This is a full-time position with a competitive salary (commensurate with qualifications and applicant's current and/or past positions) plus a complete benefits program including health, dental, disability, retirement and vacation. Occasional evening and weekend work hours to attend community events/meetings will be necessary.

Green Institute is an equal opportunity employer.