



## Field Associate – Programs

**Openings: Up to 2, available immediately**

**Compensation:** \$15.21 - \$19.04 per hour (24 to 40 hours per week), appointments typically start at the beginning of the compensation range). This temporary position does not include employee benefits. The appointment is for an initial term of five to six months with the potential for extension up to two years contingent upon budget and work performance.

Get started on your career in the field of energy. Our **Energy Career Experience Program** provides internship-style training and on-the-job experience for emerging energy professionals. Learn how local, utility, and state energy programs operate. Receive first-hand knowledge of key players in the industry. Contribute to directly installing local energy efficiency solutions. RCEA's programs team implements energy efficiency projects throughout Humboldt County. Program funding is provided by a partnership with Pacific Gas & Electric and our Community Choice Energy program.

The Redwood Coast Energy Authority (RCEA) is a joint powers agency located in Eureka, California. RCEA was formed by local governments to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region.

### Essential Functions and Responsibilities:

- Complete installations of tubular LED lighting products while using a ladder
- Drive equipment, stock and staff to and from job sites throughout Humboldt County using your personal vehicle
- Perform data collection, data entry and reporting
- Write estimates, invoices, and collect payments for services
- Provide professional customer service and program outreach to business customers

All Essential Functions and Responsibilities described in the Assistant/ Coordinator/ Associate Position Description also apply to this position. Other duties may be assigned.

### Working Conditions and Essential Requirements:

The position requires working at commercial customer sites throughout Humboldt County. Possession and continued maintenance of a valid class C California driver's license, a reliable vehicle and a safe driving record is required. The position requires gross and fine motor control for purposes of using hand tools, climbing ladders and working overhead to install product and service lighting fixtures on ceilings up to 15 ft. in height. Lifting and moving of objects weighing up to 30 pounds is also part of the routine job duties.

All Working Conditions and Essential Requirements described in the Assistant/ Coordinator/ Associate Position Description also apply to this position.

### Minimum Qualifications

Knowledge of:

- Basic product installation techniques, such as use of ladders and hand tools
- Microsoft Excel and/or database software

Ability to:

- Maintain a steady installation schedule
- Perform accurate and timely data entry and reporting using Microsoft Excel and proprietary database tools
- Understand and apply field team policies and procedures
- Work effectively in a complex regulated framework
- Adapt quickly to changes in guidelines and processes
- Pass a background check

All Minimum Qualifications described in the Assistant/ Coordinator/ Associate Position Description also apply to this position. Applicants with limited energy experience will be considered. Installations do not require any electrician certifications.

**Application Instructions:**

Applicants must submit an RCEA Employment Application, resume and cover letter to RCEA, 633 3<sup>rd</sup> Street, Eureka CA 95501, or [hr@redwoodenergy.org](mailto:hr@redwoodenergy.org), Attn: Ben Mattio, re: Field Associate - Programs. Please include position title in your cover letter and in the subject line (when emailing). Incomplete application packages are subject to immediate disqualification. Applications are available at [www.redwoodenergy.org](http://www.redwoodenergy.org).

**Application Deadline:**

These positions are open until filled. The next review of applicants will be held the morning of 4/17/19.