



## Technician – Demand Side Management (DSM)

Position #298

**Compensation: \$37.04 – \$46.46 per hour**

*Appointments typically start at the beginning of the hourly range.*

Redwood Coast Energy Authority (RCEA) is seeking a full-time Technician to support the Demand Side Management department. The DSM Technician acts as a project manager and trusted energy advisor for customers. Key functions include implementation of energy programs, project management, and other activities to achieve department goals and objectives.

Under the supervision of a DSM Program Manager, the Technician performs energy assessments, produces energy reports, prepares project proposals, and manages energy projects. The Technician will also coordinate with vendors and contractors and support customers with accessing incentives and financing. Technicians may perform work in the residential, commercial, and/or public sector, placement is dependent on previous experience, interests, and organizational needs. This position may have supervisory responsibilities. Some local travel will be required, proof of a valid driver's license or ability to provide alternative transportation will be required.

### Activities include:

- Communicating with residential, commercial and/or public customers.
- Performing energy assessments in homes, businesses and government owned facilities.
- Data entry and use of specialized software for project and program tracking.
- Preparing customer energy reports and proposals for energy projects
- Reviewing and analyzing customer energy usage
- Promoting energy services and projects.
- Coordinating with vendors, contractors, and other energy program implementers.
- Meeting key performance indicators for program performance.
- Assisting with design and development of energy programs.
- Managing a portfolio of energy projects from development to implementation to completion.
- Providing a seamless customer experience while accessing incentives, financing, and technical support
- Diligent coordination with customers, contractors, and vendors
- Reporting to funding sources on project activities.
- Ensuring projects comply with requirements of funding sources, codes, and procurement requirements.
- Engaging and maintaining customer relationships.

*(Duties may vary and are subject to change, please review Job Description for more information)*

### Candidates with the following skills and experience are encouraged to apply:

- Passionate about reducing greenhouse gas emissions and increasing local energy resiliency
- Project or construction management including contracting and bidding
- Facility auditing or inspections
- Building operations and performance
- Rebate processing and reporting
- Residential energy projects
- Familiar with energy efficiency, demand response, and/or electrification.

- Strong technical knowledge of energy systems such as lighting, commercial refrigeration, heat pumps, food service equipment, and renewable energy generation and energy storage.
- Knowledge of best practices related to energy technology installation and operation.
- Effective communication, strong technical writing and reporting skills
- Highly organized, technically inclined, and detail-oriented
- Experience with Salesforce databases, or equivalent.
- Experience with or knowledge of requirements for Public Works projects.

Relevant professional certifications could include BPI Building Analyst, Building Operator Certification (BOC) ACEE Certified Energy Auditor, ACEE Certified Energy Manager (CEM), Construction Manager, Project Manager, Project Management Professional (PMP).

Well-qualified applicants with limited energy efficiency experience will be considered. If you prioritize working for an organization that focuses on community service, fosters a team atmosphere, and supports enterprising approaches you may be a great addition to the team.

### **Work Schedule and Benefits:**

This position is a non-exempt full-time assignment, scheduled for 40 hours per week. This position will perform most of their work at RCEA's central office location in Eureka, CA. Some local travel will be required. Office hours are 8 am-5 pm Monday through Friday.

All full-time positions enjoy RCEA's benefit package which includes employer paid medical, dental, vision insurance (RCEA pays the full premium for single coverage, with 50% share for 2-party and families), employer sponsored EAP and \$25,000 Life Insurance, paid vacation (starting at 15 days/year), sick leave (8 hours/month), 15 annual paid holidays, \$4,000 401(a) Employer contribution with up to 7% employee match, and voluntary 457(b) deferred compensation plan.

### **Application Instructions:**

Applicants must submit an RCEA Employment Application, Resume, and response to Supplemental Questions to RCEA, 633 3rd Street, Eureka CA 95501, or to [hr@redwoodenergy.org](mailto:hr@redwoodenergy.org). Attn: DSM Technician, position #298. Incomplete application packages are subject to immediate disqualification. Application and supplemental questionnaire are available at <https://redwoodenergy.org/employment/>.

### **Application Deadline:**

This position is open until filled. First Review of applications will be October 18, 2024.

### **Vaccination requirement:**

Due to the close contact this role will have with RCEA staff in the office setting, documentation of vaccination against the coronavirus is a condition of employment. Applicants who seek reasonable accommodation for this requirement, based on medical condition or sincerely held religious belief should contact RCEA's Human Resources staff at [hr@redwoodenergy.org](mailto:hr@redwoodenergy.org) or 707-269-1700.

### **About RCEA:**

RCEA is a local government joint powers agency established in 2003, located in Eureka, California. RCEA's purpose is 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. RCEA launched a Community Choice Energy program in 2017 through which we are procuring electricity for Humboldt County residents and businesses. RCEA is the Portfolio Administrator for the newly launched Northern California Rural Regional Energy Network (RuralREN) delivering energy efficiency programs in 17 North Coast and Sierra counties.

## EQUAL EMPLOYMENT OPPORTUNITY/EMPLOYMENT ELIGIBILITY

*The Redwood Coast Energy Authority is committed to a diverse workforce and is an equal opportunity employer. RCEA maintains and promotes a policy of nondiscrimination and anti-harassment based on race, religion or religious creed, color, age, sex, gender, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws in its process of recruitment, selection, promotion, or other conditions of employment.*

*Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office ([hr@redwoodenergy.org](mailto:hr@redwoodenergy.org), or 707-269-1700 x318).*

*All potential RCEA employees must complete a required background clearance and have a satisfactory driving record (if required to drive for RCEA business).*

*In accordance with the Immigration Reform Act of 1986, RCEA must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.*

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## Supplemental Questions

Name: \_\_\_\_\_

Position: DSM Technician

Please answer the following questions and attach them to your completed application. Please limit each response to 250 words or less.

1. Please provide a statement regarding your interest in a position with Redwood Coast Energy Authority. How do you believe your experience and skills can support RCEA's mission and goals?
2. Please describe a successful project you managed to completion, highlighting any coordination with contractors, regulators, or other stakeholders.
3. Briefly detail the benefits of investing in an energy efficiency or electrification upgrade, as if you are communicating with a customer.
4. Tell us the most advanced features you are comfortable using with the following software or equivalent:
  - a. Customer Relationship Management software such as Salesforce
  - b. Microsoft Excel
  - c. Microsoft Word
  - d. Project Management Software (MS Project, Asana, Smart Sheets, etc.)
  - e. Software tools for Energy Auditing