



# REDWOOD COAST EnergyAuthority

## Residential Energy Assessment Specialist – Demand Side Management

Position #298

Compensation: \$31.34 – \$39.31 per hour

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

**Are you passionate about helping Humboldt residents become more energy efficient?**

**Do you want to join a dedicated team of energy professionals developing local sustainable energy solutions?**

### **About the Position:**

Redwood Coast Energy Authority (RCEA) has been helping Humboldt County use energy more wisely for over 20 years. The Demand Side Management (DSM) Department has an opening for a Residential Energy Assessment Specialist, who will participate in all areas of RCEA's residential customer programs, primarily performing phone-based and supporting in-person residential energy assessments.

**Under general supervision, the Residential Energy Assessment Specialist performs the following activities:**

- Independently perform phone-based home energy assessments
- Support in-person home energy assessments and installations of simple efficiency items such as LED light bulbs and showerheads
- Prepare Residential Energy Efficiency Kits, including inventorying and ordering supplies and shipping to residential customers
- Review and analyze customer energy usage
- Assist with in-person and virtual outreach events and workshops
- Prepare customer energy reports and advise customers on energy efficiency
- Accurately record collected data
- Support RCEA's residential rebate program(s)
- Other program support duties as assigned

*(Duties may vary and are subject to change)*

**The successful applicant will have a combination of some of the following:**

- Commitment to reduce greenhouse gas emissions and reduce customer energy costs
- Familiarity with performing residential energy audits or assessments
- Ability to communicate the value of energy efficiency, demand response, and electrification to the general public.
- Knowledge of home building systems such as water heating, space heating, insulation, appliances, and lighting
- Effective communication, report writing, and data entry skills.
- Experience with MS applications and Salesforce databases, or equivalents.



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Relevant trainings and professional certifications may include BPI Building Science Principles Certification, energy audit trainings, home weatherization trainings, home inspection trainings, Microsoft Excel/ Word/SharePoint trainings, and Customer Relationship Management software/Salesforce trainings. Applicants who do not possess a BPI Building Sciences Principles Certification will be expected to obtain this certification within one year of hire.

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.

### **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 to procure electricity for Humboldt County residents and businesses. In addition to implementing energy efficiency projects throughout Humboldt County, RCEA is the Portfolio Administrator for the Northern Rural Energy Network, delivering energy efficiency programs throughout 17 North Coast and Sierra Nevada counties.

### **Work Schedule & Benefits:**

This position is a non-exempt full-time assignment, scheduled for 40 hours per week. This position will perform most 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 benefits package which includes employer-paid medical, dental, and 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 Specialist, 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 is March 14, 2025.



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## **Working Conditions & Essential Requirements:**

The physical demands described here are representative of those required for the position, which may include both office-based activities and field work. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard and other office equipment. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. Some placements may require fine and gross motor control to place and operate diagnostic and data collection equipment in a variety of settings. Some placements may require the ability to use ladders and hand tools and to physically navigate building service spaces such as attics and crawlspaces or equivalent. The position occasionally requires lifting and/or moving objects. RCEA will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request. Some placements may require travel, possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation and a safe driving record is required for these instances.

## **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 receive DOJ fingerprint 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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