



TRAVERSE CITY
LIGHT & POWER

JOB POSTING

Traverse City Light & Power

Announcement No. 17-009LP

August 9, 2017

ENERGY TECHNICIAN

Applications are being accepted in the Traverse City Light & Power (TCL&P) Human Resources office for the position of Energy Technician.

Under the general direction of the Operations Manager, performs complex energy audits of commercial, industrial, and residential facilities and develops and maintains effective business relationships with current and potential major customers to meet their electrical and service needs. Develops and administers residential and commercial energy waste reduction programs ensuring all requirements are met. Performs basic level electrical project design in response to customer requests along with other duties as assigned.

- Educational requirements include a Bachelor's degree from an accredited university. Energy conservation and energy efficiency certifications such as Certified Energy Manager (CEM) or Business Energy Professional (BEP) a plus.
- Thorough knowledge of the principles and practices of energy conservation, energy efficiency, and energy auditing including but not limited to: HVAC systems; new lighting; and modifications of existing fixtures for LED lamps, motors, pumps and other electrical loads.
- Field experience in performing energy audits.
- Knowledge of and skilled in safely installing and using electrical instrumentation to gather data for energy audits, including but not limited to data loggers, intelligent electronic meters, watt meters, and volt meters.
- Valid State of Michigan Vehicle Operator's License.

Salary range is \$66,707 - \$86,719 dependent on education and experience with competitive benefits package. A detailed job description and additional minimum qualifications can be viewed at <http://www.tclp.org/Page/Careers>. Please submit resume, cover letter and three professional references to Traverse City Light & Power Human Resources, 1131 Hastings, Traverse City, MI 49686 or via email to kschroeder@tclp.org by **Wednesday, August 23, 2017**. TCL&P is an Equal Opportunity Employer.

TRAVERSE CITY LIGHT & POWER JOB DESCRIPTION

ENERGY TECHNICIAN

Supervised By: Operations Manager
Supervises: As assigned
Status: Exempt

Position Summary:

Under the general direction of the Operations Manager, performs complex energy audits of commercial, industrial, and residential facilities and develops and maintains effective business relationships with current and potential major customers to meet their electrical and service needs. Responsible for developing and administering residential and commercial energy waste reduction programs ensuring all requirements are met. Perform basic level electrical project design in response to customer requests. Modify Autocad construction standards and perform other duties as assigned.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Successfully explain the advantages of energy conservation to customers in terms of potential cost effectiveness and the difference between demand and energy and how they relate to each other.
2. Conduct detailed on-site energy audits of residential, commercial, and industrial customer facilities to identify energy conservation measures and their associated savings potential. Such audits shall include but not be limited to analyzing HVAC, lighting systems, motor, fans, pumps, variable frequency drives (VFDs), compressed air systems, refrigeration systems, hot water systems, and steam systems.
3. Assess customer demand profiles, energy profiles, and load factor for key account customers and other large customers. Perform rate analyses to ensure they are invoiced using the proper rate schedule.
4. Perform studies to determine correlations between heating devices (gas furnaces, electric furnaces, baseboard heating) and air conditioning unit run times and temperature, heating degree days, and cooling degree days and other weather related parameters.
5. Install temporary instrumentation inside the customer's facility as required to perform energy audits. Such instrumentation may include data loggers, intelligent electronic meters, watt meters, and volt meters.

6. Analyze the technical feasibility of energy saving measures using knowledge of engineering, energy production, energy use, construction, maintenance, system operation, and process systems.
7. Produce concise well written reports documenting audit findings and develop specific recommendations to customers for energy efficiency improvements. Incorporate into the report detailed cost analyses including consideration of the time value of money through net present value techniques.
8. Periodically supervise employees and contractors as assigned on tasks related to the *Essential Job Functions* on an as needed basis.
9. Develop, maintain, and update databases and spreadsheets for tracking various energy waste reduction programs and customer usage.
10. Research new energy efficiency opportunities and develop a long-term plan designed to implement programs and incentives that will manage load growth aimed at reducing on-peak demand and maximize energy efficiency outcomes for dollar amounts budgeted for the benefit of all ratepayers.
11. Assist customers with the Traverse City Light & Power (TCLP) Energy Smart application process, process appropriate customer rebates, and accurately track the program's energy savings results.
12. Administer the utility's Key Accounts program including specialized services such as infrared scanning, and serve as the customer's primary contact on matters relating to energy efficiency and conservation, rate structure, customer service and new product offerings.
13. Promote and educate customers on energy waste reduction and conservation through a variety of means including radio or television interviews, presenting to community groups, printed media campaigns, and utilizing the customer bill insert.
14. Responsible for representing the utility and working closely with local agencies on energy efficiency matters. Maintain key account relationships with various entities, committees, civic groups, and at special events. Attend meetings, prepare related correspondence, and present as necessary.
15. Participate in the budget process for energy waste reduction programs and related services, projects and capital improvements. Ensure that the programs are implemented successfully within the annual board approved budget.
16. Ensure TCL&P is meeting the State mandated energy waste reduction goals.
17. Responsible for filing annual reports to the State for the utility's Energy Waste Reduction Program and Renewable Energy Plan and making presentations of those reports to the Board.

18. Respond to customer inquiries, investigate complaints and work with other employees to resolve utility billing issues.
19. Under the direction of the System Engineer, modify existing AutoCad construction standards.
20. Under the direction of the System Engineer perform basic level field design of proposed customer projects, develop material lists, cost estimates, construction schedules, and acquire necessary permits and easements for these projects.
21. Keep abreast of legislative or regulatory developments and other current issues through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate or required.
22. Perform other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree from an accredited university. Energy conservation and energy efficiency certifications such as Certified Energy Manager (CEM) or Business Energy Professional (BEP) a plus. A combination of education and experience that provides the knowledge, skills and abilities necessary to successfully perform the duties of the position may be considered in lieu of a degree.
- Thorough knowledge of the principles and practices of energy conservation, energy efficiency, and energy auditing including but not limited to: HVAC systems; new lighting; and modifications of existing fixtures for LED lamps, motors, pumps and other electrical loads.
- Field experience in performing energy audits.
- Knowledge of and skilled in safely installing and using electrical instrumentation to gather data for energy audits, including but not limited to data loggers, intelligent electronic meters, watt meters, and volt meters.
- Proven analytical and problem solving skills.
- Valid State of Michigan Vehicle Operator's License.
- Thorough knowledge of the legislative and regulatory issues surrounding utilities.
- Knowledge of the technical products and equipment utilized by electric utilities and the ability to effectively explain their purpose and operation to customers.

- Considerable technical knowledge of electrical principles and theories to effectively communicate with large customers.
- Skill in researching complex issues, assembling and analyzing data, and communicating comprehensive and accurate explanations to customers.
- Demonstrated skills in effectively communicating ideas and concepts orally and in writing, making presentations in public forums and maintaining public relations.
- Demonstrated skills in establishing effective working relationships and using good judgment, initiative and resourcefulness when dealing with customers, professional contacts, and the public.
- Skilled in the use of office equipment such as telephone, calculator, photocopier, fax, personal computer and applicable software applications such as word processing, spreadsheet, energy analysis software, and presentation software.
- In addition to the above-mentioned requirements, this position requires the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instruction; and be physically and mentally able to perform the essential duties of their position. Regular, consistent and predictable attendance is also required.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person, by telephone, and by email, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works indoors but must drive a motor vehicle between work sites. The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate but work inside customer facilities will at times be required. Customer work environments vary and generally are noisy and less clean than an office environment. The employee may work near moving mechanical equipment and have the potential threat of electric shock.