



Title: **Project Manager, Sierra Nevada Energy Watch**
Location: Sonora, California
Start Date: May 1, 2014
Type: Full time Monday through Friday
Open until: Filled

Summary of Position:

The Sierra Nevada Energy Watch (SNEW) Project Manager is primarily responsible for working in collaboration with the SNEW team to achieve energy savings goals. SNEW is a partnership with Pacific Gas & Electric Company to help small/ medium sized businesses and municipalities in the Sierra Nevada region to reduce their energy use through the installation of energy efficiency technologies in their businesses. The SNEW Program implements projects in 14 counties of the Sierra Nevada region, but the Sierra office focuses on projects in Amador, Alpine, Calaveras, Tuolumne and Mariposa Counties. Please see Sierra Business Council's website for more information on SNEW (<http://sierrabusiness.org/what-we-do/projects/348-snew>).

The Project Manager position works with local businesses and local electrical/HVAC contractors to coordinate energy efficiency projects from the sales phase through the inspection of the completed project. Responsibilities include selling projects to customers, conducting energy audits, project management, performing verification of energy efficient equipment installation, and keeping educated on lighting, refrigeration and HVAC technologies. The SNEW PM is also responsible for some energy policy related issues such as implementing aspects of the California Energy Efficiency Strategic Plan.

This position supervises no staff and is supervised by the SNEW Program Director.

Essential Functions and Responsibilities:

- Sells energy efficiency projects to customers and meets monthly sales goals
- Manages, tracks, and facilitates multiple energy efficiency projects within the same time period
- Continually self-educates on the latest energy efficiency technology
- Performs energy assessments of small/medium-sized businesses, non-profit organizations and public agencies
- Assists with database maintenance and data input
- Prepares and presents proposals to customers
- Coordinates project installation with electrical/HAVC contractors
- Performs quality control inspections and conducts customer satisfaction surveys
- Develops and maintains relationships PG&E Energy Efficiency Service and Sales staff
- Assists with responding to phone, web, and walk-in public inquiries in the Sonora office
- Assists with general office management of Sonora office
- Assists with coordinating and staffing public events, workshops and meetings

Minimum Qualifications:

- Comfort and experience with door-to-door "cold calling" with business customers



- Three or more years of community organizing experience preferably in sustainability or energy related fields
- Ability and interest in learning and applying policies and procedures related to energy efficiency
- Proficiency with software including MS Office and Customer Relationship Management software such as Salesforce
- Ability to handle multiple projects simultaneously within stringent time constraints
- Ability to exercise discretion, independent judgment and work independently
- Positive attitude and strong focus on teamwork
- Comfort level with uncertainty, change and new procedures
- Advocate of socially responsible values especially within the Sierra Nevada region
- Bachelor's degree in Engineering, Energy Management, Environmental Studies or related discipline or equivalent work experience
- Possession of a registered and insured personal vehicle and a valid California Driver's License

Preferred Qualifications:

- Experience conducting energy audits in commercial facilities
- Knowledge of energy efficiency technologies including lighting, refrigeration and HVAC
- Minimum three years of sales experience
- Knowledge of IOU and CPUC energy efficiency programs
- Knowledge of SBC Programs
- Prior energy efficiency experience working with small and medium-size businesses and municipalities
- Experience working with organizations involved in social, environmental and economic development

Salary:

Depends on experience and qualifications

Physical Requirements:

This position requires walking through buildings to perform energy audits which may at times involve climbing a ladder and walking up multiple stories of stairs. The position also involves sitting at a computer for up to 8 hours per day and may require the ability to lift 30 pounds. Travel for this position is frequent, but is limited to the five counties listed above and may involve some weekends and overnight stays.

About the Sierra Business Council:

Sierra Business Council (SBC) is a nonprofit organization with a mission to foster thriving communities through “on-the-ground” projects that promote, develop and amplify the regions social, environmental and economic capital. We pioneer and demonstrate innovative approaches and solutions to increase community vitality, environmental quality, economic prosperity, and social fairness in the Sierra Nevada. Through innovation, integrity, and respect, the Sierra Business Council harnesses these opportunities by implementing projects that demonstrate proactive and positive adaptations to a shifting environment, economy, and



population. These projects will empower the Sierra Nevada to become the best place to raise a family, seek adventure, learn, engage in community, grow a business, and find meaningful work – a place of hope and accomplishment.

The region's economy is diverse, inventive, and sustainable; the land is cherished, inspiring and alive; the communities are welcoming, open and engaging. We act as steward leaders of the region, taking responsibility for the care and responsible management of our place. It is a place where residents and visitors have the opportunity to improve their lives, renew their spirits, and prosper in health as well as wealth. It is the place many of us seek – a place to call home.

Please send resume, cover letter and salary history to Jen Rosser at jrosser@sierrabusiness.org

For additional information about Sierra Business Council please visit: www.sierrabusiness.org