

CAPE LIGHT COMPACT COMMERCIAL & INDUSTRIAL PROGRAMS PLANNER

Definition

Professional technical and administrative work supporting the Cape Light Compact's Energy Commercial and Industrial Programs; all other related work, as required.

Supervision

Works under the general direction of the Energy Efficiency Program Manager. Functions independently referring special problems to supervisor only where clarification or interpretation of policy or procedures is required.

Performs highly responsible functions of a complex nature; exercises considerable independent judgment in overseeing the commercial and industrial programs of the Cape Light Compact. Duties involve the performance of specialized procedures requiring the exercise of technical expertise in applying standard professional techniques. Scope of duties include planning, program development, technical assistance and review of commercial and industrial development proposals for participation in the Compact's energy efficiency program.

Job Environment

Work is generally performed under typical office conditions; some work is performed outdoors under varying weather conditions. There can be major fluctuations in the work volume, due to state mandated deadlines, increased customer demands, unexpected needs, and events scheduled in unanticipated or short time frames. Required to meeting with customers throughout the Cape and Vineyard. Required to attend regional meetings throughout the northeast, and may be required to attend other evening meetings.

Operates a computer; operates general office equipment; operates an automobile.

Makes frequent contact with commercial and industrial electric customers, Compact vendors and consultants. Contacts are in-person, by telephone, correspondence and generally cover technical assistance, advice, referral services and general information. Has routine contact with the Cape Light Compact Governing Board, town officials, and industry representatives. Has occasional contact with the media and the general public.

Has access to departmental-related confidential information, such as lawsuits and bid documents.

Errors in judgment could result in delay or loss of service, financial and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists the Energy Efficiency Program Manager in the design, development, and implementation of the Cape Light Compact's Commercial and Industrial energy efficiency programs; including coordinating energy efficiency service programs and overseeing consultants work.

Administers the Cape Light Compact's commercial and industrial energy efficiency programs; including achieving annually set and updated program savings and penetration goals, as established by the Cape Light Compact, through efficient oversight of delivery vendors and technical service experts, provision of high quality customer service and effective implementation of the Commercial and Industrial Program Marketing Plan.

Institutes a large commercial and industrial program custom design approach (CDA) and tracks to enhance current prescriptive path choices, primarily for the New Construction Program, to achieve optimal system efficiencies and interactions and installation of a comprehensive set of energy efficiency measures. Reviews and comments on proposed and existing projects relative to opportunities for energy efficiency improvements.

Provides technical assistance to commercial and industrial electric account customers, town officials in identifying areas for energy efficiency improvements; including the development of procedures for handling special cases with compelling attributes when compelling or unique opportunities arise.

Participates in public forums, workshops and conferences for local, state, and national energy efficiency interests. Works closely with various program trade allies including Northeast Energy Efficiency Partnership, EPA Energy Star, business trade allies.

Administers the commercial and industrial energy efficiency budget. Develops, maintains, updates and distributes user-friendly program worksheets, ECM cost-effectiveness screening instruments, and project agreements for program implementation and customer participation.

Compiles, organizes and writes written reports on commercial and industrial programs and services for the Cape Light Compact Governing Board, state agencies, the media and the general public.

Performs similar or related work, as required, directed, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in civil engineering, environmental policy, or a related field. Minimum of five year's progressively responsible experience, including at least two years of administrative experience in the electric utility field.

Knowledge, Ability and Skill

Knowledge. Extensive knowledge of the roles and responsibilities of Massachusetts energy efficiency programs. Thorough knowledge of the Cape Light Compact and role of municipal aggregators under the Massachusetts Restructuring Law. Thorough knowledge of Commercial and Industrial Energy Efficiency Programs and the Environmental Protection Agency/Dept. of Energy's Energy Star® programs.

Ability. Ability to plan, organize and direct the preparation of comprehensive energy efficiency improvements in the commercial and industrial electric utility sector, including analyzing problems and formulating recommendations, utility representatives, and local and state officials. Ability to establish and maintain effective working relationships with electric utility customers, engineering consultants and develop residential energy efficiency programs and a marketing strategy. Ability to meet deadlines. Ability to communicate effectively, orally, and in writing.

Skill. Excellent management, organizational and administrative skills. Excellent communication skills. Advanced computer skills; Microsoft Office products, web design, and desktop publishing skills.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Occasional light physical effort is required when conducting field inspections. The employee is frequently required to sit, drive long distances, talk and hear, and use hands. Specific vision related requirements include viewing a computer screen for extended periods.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

