



**Positions:** Project Manager (TEN)  
**Terms:** Full-time, Exempt, Regular Employee  
**Locations:** Irvine, CA  
**Compensation:** Based on qualifications and experience  
**Benefits:** Eligible for all company benefits  
**Start Date:** Position open until filled

### **COMPANY DESCRIPTION**

The Energy Coalition (TEC) is a California-based 501(c)3 nonprofit with over forty years' experience in partnering with communities, public agencies, private companies, educators and policymakers to design and implement sustainability strategies. As a social change organization, TEC's mission is to create an abundant and healthy world by inspiring others to take responsible environmental actions. Working through our three core service areas - energy policy leadership, engagement and education, and smart energy solutions - we collectively achieve valuable environmental savings that benefit everyone.

TEC's team consists of passionate self-starters who are motivated by their commitment to creating a sustainable future. We nurture the professional growth of our employees by offering opportunities for staff to apply and develop their skills, encouraging staff to learn from one another, and through in-house training and professional development funds to build expertise. TEC strives to create a great working environment that is open, flexible and collegial. While TEC's team works hard to tackle challenging and meaningful work we also take time to celebrate our successes. If you are looking to join a high performance organization focused on achieving a sustainable future, apply today!

### **POSITION DESCRIPTION**

TEC is seeking a full-time Project Manager (PM) to work on the implementation of The Energy Network program. This program engages the collective action of public agencies to save energy and money while protecting their community's valuable resources. The goal of The Energy Network is to provide guidance to public agencies as they plan, fund, and implement energy efficiency projects.

TEC is interested in candidates with experience in energy efficiency project design and/or construction, knowledge of utility incentive programs, experience managing contractor budgets and scopes, and experience in client relationship management.

### **JOB RESPONSIBILITIES**

Responsibilities may include, but are not limited to:

- Maintain client and consultant relationships with public agency representatives, engineering firms contractors, and utility representatives
- Manage energy efficiency projects from audit to completion for public agencies. Project types include lighting, mechanical, street lighting, and water/wastewater

- Develop energy services plans to meet mutually agreeable goals and objectives
- Plan, coordinate, implement and finalize projects according to agreed specifications and deadlines, within budget while satisfying stakeholders
- Oversee work by energy consulting engineers; reviewing and approving budgets, deliverables and directing technical assistance work for public sector agencies
- Review and interpret audit reports by engineering consultants to provide project recommendations and solutions for program participants and pitch those solutions
- Verify contractor costs are in alignment with scope
- Facilitate regular partner meetings
- Keep up to date with utility rebates and incentives and relevant utility program processes
- Present alternate strategies for finance and procurement
- Analyze data (i.e. utility bills), perform financial feasibility analyses (i.e. pro formas), evaluate energy efficiency program options, develop strategies for project implementation, and present energy savings and financing plan options to participating agencies
- Work with team members to complete utility incentive applications
- Provide miscellaneous technical support to participating agencies during project deployment, implementation and closure. Tasks include facilitating project meetings and site visits,
- Review project proposals or work plans to determine time frame, funding limitations, procedures for accomplishing project, subcontractor support needs
- Prepare and present status reports for management, client or others, and modify schedules or plans as required
- Train new staff, as assigned
- Handle program lead responsibilities to continuously improve the program(s), as assigned
- Participate in strategic thinking exercises with Program Manager level staff
- Serve as a representative for the company at appropriate meetings with elected officials, agency representatives, strategic partners and others as appropriate
- Maintain positive relationships with stakeholders
- Report and analyze program progress using project tracking templates and databases (CRM)
- Recognize potential business/ program synergies across TEC
- Serve as a company-wide resource for TEC

## **QUALIFICATIONS**

- A bachelor's degree in related field or equivalent
- Minimum of three to five years of project management or other relevant work experience
- Understanding of energy efficiency concepts, best practices, and assessment/measurement
- Experience with energy audits and energy project implementation
- Ability to follow established processes and adapt in real time in response to changing environment by practicing good judgement
- Strong problem solving skills required to identify and resolve problems in a timely manner demonstrated by gathering and analyzing information skillfully, developing alternative solutions, working well in group problem solving situations
- Strong project management skills - Ability to prioritize and handle multiple tasks; Ability to complete assignments in a thorough, accurate and timely manner; Attention to detail and follow-through in tasks that meet contract deliverables; demonstrated experience coordinating and facilitating projects among a variety of stakeholders with often conflicting priorities
- Experience with managing stakeholders and maintaining client relationships; commercial sales and or project proposals
- Excellent oral and written communications skills. Proficient in English (verbal and written)

- Valid driver's license, insurance, access to a vehicle and willingness to travel throughout Southern California to attend meetings and events. This position may occasionally require work outside of regular business hours, including nights and weekends
- Have active cell phone plan service

*Preferred*

- Engineering background, industry expertise, or energy efficiency consulting experience
- Experience with overseeing scopes and budgets of energy consultants conducting audit, design or construction management
- Experience with construction contracting and procurement
- Relevant advanced degree in related field (energy, environmental studies, etc.)
- Specialization in energy and water management and/or street lighting retrofits
- Experience and ability to lead management of retrofit projects from audit to completion, particularly with public agency facilities
- Advanced understanding of building systems and building energy performance;
- Relevant industry certifications preferred including Certified Energy Manager (CEM) or LEED
- Experience with IOU Local Government Partnerships and utility rebate program, applications and processes
- Experience with Salesforce, ArcGIS, Google Docs, Drive, and Apps

**COMPANY EXPECTATIONS**

- Ability to work comfortably in a collaborative environment and make high contributions to the team and program in a fast paced environment
- Proactive initiative and excellent problem-solving skills with the ability to identify and define the problem, develop solutions, exercise good judgment and make decisions
- Intrinsic sense of high moral code and ethical conduct, and ability to use discretion with confidential information
- Passion for energy efficiency and environmental conservation
- Strong attention to detail that results in concise, consistent work products
- Familiarity with Google Docs as well as Microsoft Office 2010 including Excel, Word, and PowerPoint
- Professional appearance and demeanor

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 25 lbs
- Must be able to sit for extended periods of time
- Must be able to stand for extended periods of time
- Must have finger dexterity for typing/using a keyboard.

**WORK ENVIRONMENT**

This position requires work in normal office conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMPENSATION**

Salary is based on qualifications and experience. TEC offers a competitive benefits package that includes medical, dental and vision insurance; 401(k) retirement plan with partial employer matching; 9/80 work schedule with paid holidays and paid time off.

**TO APPLY**

To apply for this position, submit your letter of interest, salary requirements and resume to [jobs@energycoalition.org](mailto:jobs@energycoalition.org) with the subject line "Project Manager Irvine". Positions will remain open until filled.

The Energy Coalition is an Equal Opportunity Employer and strives to reflect the diverse community it serves.

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