**Energy Efficiency Program Manager (Project Manager)**

The Regional Planning Commission (RPC) is seeking a candidate for our Energy Efficiency Program. The Energy Efficiency Program Manager (Project Manager) ideally will have an interest in learning the multiple facets of energy efficiency, but primarily will have a background in successful project management. This position requires the ability to learn elements of utility energy efficiency programs and knowledge of energy efficient technologies associated with commercial and residential building systems. Knowledge of energy efficient technologies, mathematics, and practices related to lighting, solar, HVAC systems, commercial and residential building energy technologies or experience in the building trades is a plus. The Energy Efficiency Program Manager (Project Manager) will spend a significant amount of time planning for the following areas:

* Experience performing energy audits and energy savings calculations
* Lighting retrofit design, assessment, and installation
* HVAC System assessment, operations, and maintenance
* Interacting with business owners, landlords, homeowners, utilities, federal and state officials and other key stakeholders;
* Managing energy efficiency staff and developing substantive grant and contract proposals

This career opportunity is for applicants who enjoy working autonomously and developing creative ideas for effectively delivering extraordinary services to our communities. We are looking for the next brand ambassador for the RPC who can support our mission and vision!

If you are an accomplished project management leader and exceptional communicator, motivated by learning new things, adapts to constant change, and practice civility and inclusiveness in all that you do, we want to talk with you!

Minimum Requirements:

* At least two years of successful team management and leadership. Candidates with previous experience with renewable energy will be given preference.
* Bachelor’s degree preferred, but not required, in Renewable Energy, Energy Conservation, Engineering, or Business. Candidates with equivalent experience should apply.
* Technical and analytic skills to ensure proper equipment and material selection, implementation, and operational leadership and management ability to properly plan and execute multiple projects simultaneously.
* Time management skills to keep projects moving forward consistent with performance goals and budgetary constraints.
* At least baseline knowledge of energy analytics, mathematics, and management (e.g., building operations, building management systems, HVAC, etc.).
* Ability to pass criminal background check.
* Valid driver’s license and ability to travel to homes throughout service area on a daily basis.
* Proficient in English (spelling, punctuation, grammar).
* Ability to attend worksite regularly to perform job duties and responsibilities.
* Computer skills needed to complete case documentation, data entry and timesheets.
* Ability to obtain program specific certification(s) within twelve months.
* Ability to attend program meetings and/or training as required.
* Ability to work a flexible schedule to accommodate client scheduling needs including periodic evenings and weekends.

Schedule:  37.5 hour work week, schedule primarily 8:00 a.m. – 4:30 p.m. M-F, but requires flexibility to meet program needs.

Status:  Full-Time

Paygrade:  Exempt/ 7

Starting Wage:  $30.64

Competitive benefits, health insurance, dental insurance, retirement, tuition reimbursement, high-quality programming, and great work environment!

Applicants may apply at:  [www.ccrpc.org/rpcjobs](http://www.ccrpc.org/rpcjobs)

CCRPC is EEO/AA/ADA employer.