**RICHARD HEATH AND ASSOCIATES, INC.**

**JOB DESCRIPTION**

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| TITLE | Energy Efficiency Trainer |
| PROGRAM | Community Services and Development, California |
| REPORTS TO | Senior Program Manager |
| STATUS | Full time, Non-Exempt |
| BAND | 8 |
| JD CREATED | April 2019 |
| JD UPDATED | October 2021 |

**PROGRAM SUMMARY**

RHA inc. delivers a broad portfolio of energy efficiency, technical consulting and customer focused non-energy program design and management services for its utility, governmental and public agency clients across California. RHA is an industry leader in training and technical assistance because of our commitment to client satisfaction. We manage several programs which include e-learning, classroom and in field training in the field of energy workforce development and advancement.

**JOB SUMMARY**

The Energy Efficiency Trainer (EET) is responsible for delivering field, classroom, hands-on, and internet-based (e-learning) training on behalf of RHA’s technical services department. Training topics and competencies include residential and light commercial energy efficiency retrofits assessment, quality assurance inspections, building science fundamental, energy audits, residential diagnostic testing, water efficiency, healthy homes evaluations and energy efficiency retrofits installation practices.

The position requires a strong understanding of traditional residential construction materials and methods and hands on experience in energy efficiency retrofits; especially as it pertains to federal, state, and utility low-income weatherization programs.

The EET will help coordinate and provide training and ongoing mentoring and technical assistance (T&TA) for assessors, inspectors, weatherization crews, contractors, and energy auditors.

This position is responsible for reviewing, evaluating, and supporting development of best-in-class curriculum content, providing engaging and effective instruction to field personnel, and correctly applying program policies and learner assessments.

**WHO YOU ARE!**

You will love this position if you are a talented and outgoing individual who has a passion for sharing your knowledge and enthusiasm with others. You have always been interested in the why, not just the what behind why we build buildings the way we do, always learning and looking into new techniques and materials. You have an ability and genuine interest in connecting with people and can articulate complex and sometimes technical knowledge to people with differing levels of experience and education. You enjoy travel and being out in the field but have the patience and written communication skills needed to help build great trainings.

**ESSENTIAL FUNCTIONS**

* Deliver on-site training, mentoring and quality assurance remediation training to assist contractors and staff improve the quality of their work
* Travel up to 80% of time on an ongoing and as-needed basis to provide training and trainer development/management services
* Ensure each training has been fully prepared; communicating materials and facilities needs with training coordinator and management staff
* Proactively manage travel schedule and arrangements, planning for travel in advance and requesting appropriate assistance with arrangements as needed
* Work with manager and administrative staff to ensure all reporting and tracking are met
* Provide timely response to requests for technical assistance and issues resolution
* Participate in data collection or field research projects on an as-needed basis
* Act as a field resource for residential energy audits, investigations, and collecting data for these projects
* Provide input and support to development of standards, training curricula, program policies, and technical manuals
* Engage in active continuous improvement and professional development, through self-learning, seeking mentors and attending new courses

**JOB REQUIREMENTS**

* High school diploma or equivalent
* Four-year college degree is preferred
* Valid California driver’s license with acceptable driving record and at least minimum automobile insurance coverage
* Certified or work towards obtaining BPI Energy Auditor / Quality Control Inspector certifications
* Deep knowledge of California Title 24 codes and standards
* At least 1 year previous training experience in a relevant field

**PREFERRED EXPERIENCE**

* Experience in developing training course materials and curricula design
* Other relevant certifications (LEED, BPI Building Analyst, NATE, others)