Job Announcement

Job Title: ENERGY ASSOCIATE

Department/Group: Environmental Engineering Sciences and Sustainability

Job Category: Sustainability

Duty Locations: DC

Travel Required: Limited

Level/Salary Range: Commensurate with experience.

Position Type: Full-time

Date Posted: June 27, 2019

Posting Expires: Open Until Filled

URL: [http://www.peercpc.com/careers](http://www.peercpc.com/careers)

Applications Accepted By:

Fax or E-mail: F: 202.478.2050
E: [jobs@peercpc.com](mailto:jobs@peercpc.com)

Mail: PEER Consultants, P.C.
Attn: Director, Human Resources
409 12th Street SW, Suite 603
Washington, DC 20024

Subject Line: Energy Associate

Job Description:

Position Summary:

The Energy Associate will be responsible for managing clearly defined tasks and projects by completing basic energy analysis and calculations, providing project support to Engineering technical staff and participating in the development and delivery of market-based services. A strong personal commitment to the mission, vision, goals and values of the DC Sustainable Energy Utility (DC SEU) is a requirement.

Principal Duties & Responsibilities include, but is not limited to:

- Performing basic energy analysis, systems energy modeling, screening measuring and calculating incentives for prescriptive projects.
- Providing specification and building plan review assistance to Energy Consultants, along with product research and contract development.
- Managing projects on a proactive basis from intake to completion.
- Promoting the installation of cost-effective efficiency improvements and creatively overcoming barriers to installation for customers.
- Maintaining accurate project records within database and hard copy files.
- Maintaining ongoing communications with clients, architects, engineers, vendors, and other trade allies.
- Meeting on site or with clients as needed to identify project and priorities, develop customer relationships, and inspect energy efficient measures.
- Participating in the development and delivery of market based services, information sharing system maintenance, developing and participating in training sessions, and participating in market initiative teams.
- Providing support to the activities of the DC SEU as necessary to accomplish goals and objectives.
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Education, Experience and Knowledge: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position)

- Bachelor’s degree in mechanical/electrical engineering or equivalent with up to 1-year relevant experience in technical analysis, project assistance or administrative experience or a combination of education and experience from which comparable knowledge and skills are acquired.
- Must have a working knowledge and understanding of building systems, building energy use, building construction and energy analysis techniques.
- Must have strong oral, written and interpersonal skills.
- Proactive and positive attitude committed to improving technical and soft skills.
- Must be proficient with Microsoft Word, Excel, modeling and other software applications.
- Must be able to demonstrate ability to be organized, detail-oriented and accurate
- Must be able to handle multiple tasks and competing priorities in a dynamic and fast paced environment.
- LEED GA credential is preferred.

Working Conditions: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Office work is normally performed in DC SEU’s climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of office job duties.

External: Work requires moderate travel throughout the state to visit sites where efficiency measures are proposed or installed. Site visits may include entry into existing facilities, mechanical/boiler rooms, building rooftops, vacant dwelling units or construction sites. Site visits may involve examination of mechanical or electrical systems and/or processes, as well as building components. Overnight travel as needed.

Physical Demands: (The physical effort generally associated with this position.)
Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing of approximately 40 pounds such as files, documents, and some equipment. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.

Benefits: We offer competitive salaries and an excellent employee benefits package, including comprehensive health benefits, insurance, and participation in a 401(k) retirement plan.

*PEER Consultants, P.C. is an equal opportunity employer, committed to diversity in the workforce. We encourage all qualified applicants to apply.*