



<b>JOB TITLE</b>	Energy Efficiency Engineer	<b>EFFECTIVE DATE</b>	December 17, 2015
<b>REPORTS TO</b>	Senior Energy Efficiency Engineer	<b>SUPERVISES (Y/N)</b>	N
<b>DEPARTMENT</b>	Project Design	<b>EXEMPT/NON EXEMPT</b>	EXEMPT
<b>LOCATION</b>	Hawaii	<b>JOB CLASSIFICATION</b>	

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**1. Organization and Purpose**

The Energy Efficiency Engineer reports to the Senior Energy Efficiency Engineer in the development, engineering, analysis and monitoring of energy efficiency proposals, projects and studies. This is inclusive of all areas of projects that Energy Industries conducts, including HVAC, lighting, electrical and solar technologies.

**2. Scope and Impact**

**3. The Energy Engineer conducts energy studies and energy project monitoring and verification that includes the data gathering, analysis, engineering and proposal development process. Essential Functions**

- Assist with the generation and development of energy audits and studies.
- Oversees and administers Energy Industries Investment Grade Audits, studies and various projects.
- Creates and implements data logging plans for the completion of the IGA's, energy studies and pre and post project monitoring
- Researches and reviews new and innovative energy industry technologies and installation methods to improve company knowledge base.
- Identifies educational sessions and seminars to enhance the knowledge of all Energy Industries personnel.
- Makes suggestions to supervisor to update study SOPs to improve the quality and efficiency of Energy Industries Studies.
- Creates and updates study templates with supervisor approval.
- Creates and updates ECM templates with supervisor approval.
- Develops knowledge of energy industry equipment, processes and systems including HVAC, domestic hot water production, lighting, process loads, and alternative energy.
- Produces detailed mathematical models of complex systems to benchmark and predict energy usage and efficiency.
- Develops skills in using photometric programs and photovoltaic array simulation programs.
- Develops working knowledge of financial analysis.



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- Develops knowledge of energy industry complimentary sub consultants and companies.
- Develops relationships with Utility Account Representatives and DSM personnel.
- Performs Study Responsibilities including:
  1. Conducts initial site visits and create Study proposals.
  2. Determines Study type ( Preliminary Energy Assessment (PEA) or IGA Study based on equipment of site.
  3. Fills out audit sheet with equipment name plate, counts and site electrical readings.
  4. Develops ECM list for Energy Studies.
  5. Develops and submits project schedule with dates of milestone completion.
  6. Develops logging plan and install loggers ( if needed).
  7. Take solar potential analysis
  8. Installs and downloads Flow meter when required .
  9. Downloads all logging equipment and removes based on schedule.
  10. Completes energy calculations based on schedule date.
  11. Collects required information for study i.e. drawings, utility information (electrical, gas, water (if needed).
  12. Collects equipment and subcontractor quotations and equipment submittals.
  13. Identifies Utility DSM incentive estimates.
  14. Writes and is prepared to present Energy Studies to customer.
  15. Sends out required billing for project.



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- Reviews and approves vendor and subcontractor billing request
  - Meets with Operations Manager and Field Supervisor to transfer contracted project information for construction phase
  - Provides preconstruction information.
    1. Completes scope of work
    2. Material status (lead times)
    3. Identifies customer project contact.
    4. Project schedule
    5. Subcontractor or sub consultant contracts
    6. Building permits.
    7. Permit and/or Construction Drawings
    8. Submits initial invoice
    9. Project budget
    10. Create equipment and material purchase orders and release after approval for production and delivery
    11. Control points/required algorithms
    12. Monitoring and Verification equipment/points required
  - Works with sales team
  - Provides quotation services for other SR's
  - Provides onsite customer support when necessary.
  - Meets deadlines as issued by supervisors.
  - Provides positive leadership by example for all employees.
  - Creates and hosts training programs for divisional personnel with supervisor approval.
  - Creates and hosts training for customers.
- 4. Supervisory Responsibilities**
- Not Applicable.
- 5. Other Duties and Responsibilities**
- Performs all other duties as directed.



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**6. Job Requirements**

Education/Experience

- Bachelor’s degree in Electrical or Mechanical Engineering is required. Graduating seniors will be considered.
- Related experience and/or training a plus, specifically experience with power/refrigeration cycles, heat transfer, power factor calculation/correction, data analysis, lighting technologies, solar technologies and/or programming.
- Intermediate level computer skills using Microsoft Office (Excel, Word, Power Point, and Visio) and Internet Explorer required.
- Valid driver’s license and ability to be insured.

**Technical Skills**

- Ability to organize, plan, and execute tasks in a timely manner.
- Attention to detail is a must.

**Interpersonal Skills**

- Excellent Customer Service and Communication Skills.
- Ability to work effectively in a team environment.

**Language Skills**

- Ability to read, analyze, and interpret complex instructions and documents, correspondence, safety rules, and maintenance and procedural manuals.
- Ability to conduct meetings in small groups.
- Ability to communicate effectively, verbally and in writing, with customers, vendors, and other employees.

**7. Physical Demands/Work Environment**

- While performing the essential functions of this job, the employee is regularly required to stand, sit for long periods of time while working on the computer, walk, kneel, bend, reach with hands and arms, use hands, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee will be occasionally required to climb ladders.
- The noise level in the work environment is usually moderate.



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- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I, \_\_\_\_\_ have received a copy of and understand this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date