



Energy Advisor I

OBJECTIVES

- The Energy Advisor I will market the safe and efficient use of electricity, including geothermal heating and cooling, heat pumps, electric water heating, and other products and services.
- The Energy Advisor I will establish and maintain understanding of the Cooperative policies, plans, and programs among Cooperative employees, members of the Cooperative, area building contractors, heating and air conditioning dealers, insulation contractors, solar contractors, plumbers, and the public.
- The Energy Advisor I will participate and provide support services in other department activities.
- To promote goodwill and positive relationships between the Cooperative, its members and the public.

DUTIES AND RESPONSIBILITIES:

- Promote the efficient utilization of electric energy and load management through geothermal heating and cooling, dual fuel, electric water heating, and other programs.
- Advise the membership on safe wiring, electric heating and on other applications of electricity on the farm, home, and business.
- Encourage the development of new or existing electric load among the membership which can be managed either voluntarily or mechanically in order to improve system load factor.
- Perform home energy assessments and conduct blower door tests as necessary.
- Explain the Cooperative's viewpoints, objectives, plans, policies, rates, programs, and services to the membership.
- Recommends proper electric service requirements needed by a member to serve additional air-conditioning, heating or water heating electric load.
- Investigate and resolve high bill and other service or equipment related complaints, including consulting with other cooperative personnel as needed in resolving these complaints.
- Review members' load and usage to provide energy efficiency and renewable energy recommendations.
- Establish and maintain relationships with local contractors and dealers to promote the Cooperative's programs.
- Assist in planning, arranging, and holding special educational and training meetings with local contractors/dealers and members to promote efficient energy utilization, improved system load factor and the importance of adequate and safe wiring in compliance with the National Electric Safety Code.
- Participate in and help with the planning and successful completion of cooperative events where members are involved.
- Deliver, install, test, or service electrical control modules on electric panels, and water heaters or where necessary.
- Inspect Geothermal, Heat Pumps, Water Heaters, EV Chargers, Smart Thermostats, and Insulation/Air Sealing for rebates.
- Assist members with water heater warranty troubleshooting, coordination, inventory, replacement tanks.
- Assist with the project management of new cooperative buildings and additions.
- Replace sub-meters for HVAC equipment as necessary.
- Attend OREC, Buckeye Power and NRECA meetings dealing with marketing, energy efficiency, load management and member service issues, as directed.
- Attend manufacturers, distributors and dealer appliance exhibits and workshops, as directed.
- Attend institutes and training programs, lectures and seminars, as directed.
- Promote Cooperative goodwill through participation in community activities and by conducting him/herself at all times in a courteous, moral and ethical manner so as to reflect credit to him/herself and to the Cooperative.
- Review professional trade and other news periodicals.
- Work with other divisions and departments on member related items as it relates to these job duties.
- Performs other duties as assigned.



SPECIFICATIONS

EDUCATION:

- An associate degree, technical school certificate in a related field is required. Focused program of job related coursework may be substituted. Additional education or training in electricity/electronics and/or space heating and cooling and conditioning is preferred.

EXPERIENCE:

- Minimum 3 years' experience in the field with duties associated with this description required. A working knowledge of basic electricity is mandatory. Must be or become familiar with the National Electric Safety Code. Must be familiar with accessing the Cooperative's billing system information and software used to perform the duties of the position.

ABILITIES AND SKILLS:

Must have exceptional listening skills to effectively understand the member's business operations and needs. Must have the ability to work independently and plan, organize and prioritize work schedules. Must have the ability to understand complex business problems from a technical and financial aspect and develop creative solutions to those problems. Must have the ability to coordinate the efforts of all departments within FESCO. Must be able to create relationships and partnerships with vendors and contractors that create added value for key members. Must have the ability to work under pressure to complete projects and accomplish objectives by specified deadlines.

- License and Certification: The individual serving in this position must possess and maintain a valid Ohio drivers license. Standard first aid and CPR certification is required. BPI certification and minimum residential thermography certification preferred.
- This position requires the ability to read and understand technical drawings and specifications, complete routine reports and have the ability to meet and deal tactfully and courteously with co-workers, associates, member-consumers, equipment dealers, and installers, and the public.
- Residential HVAC experience.
- Basic knowledge of electrical circuitry.
- Understands basic building science principles.
- Entry level understanding of electric rates and billing components.
- Can troubleshoot and identify electrical loads of a residential building.
- Can wire load controls into control circuits of HVAC equipment.
- Entry level knowledge of all HVAC equipment, appliances, motors, and energy users of a home.
- Basic knowledge of how solar works.
- Entry level ability to navigate and record member data into company software
- Basic knowledge of how to use thermal imager.

WORK AND SAFETY ENVIRONMENT:

- Must be able to perform required duties during extended hours in emergencies.
- Must be able to operate a personal computer and various hand tools.
- Must have the ability to work steadily for prolonged periods of time, doing both a variety of tasks and repetitive work, with many interruptions, deadlines, with a high degree of accuracy and under a heavy workload, if necessary.
- Requires sitting, climbing, stooping, kneeling, crouching, crawling, balancing, reaching, standing, feeling, hearing, talking, walking, grasping and fine motor skills. Pushing and pulling equipment and materials up to 100 lbs. and lifting more than 50 lbs. are frequently required.
- Time working in this position will be both inside and outside. The position is subject to outside environmental conditions, those being both extreme heat and extreme cold at times, with no effective protection from the weather. The work includes exposure to dirt, dust, fumes, oils, chemicals, vibration, loud noises, and other hazard relative to



work in and around member's home or business.

- Ability to perform essential functions that require frequent, prolonged viewing and use of computer monitor, keyboard, and computer mouse for extended periods.
- Operates all cooperative equipment in accordance with FESCO policies and procedures, safety rules, manufacturer guidelines, regulations, and codes and seeks input from the Manager of Key Accounts when information is unclear, inadequate, or requires interpretation.
- Complies with all FESCO policies, procedures, and safety rules as they apply to communications and recommends to all co-workers the use and practice of the same.
- The above statements are intended to describe the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for personnel in this position. This job description is subject to change throughout the year as needed.

REPORTING RELATIONSHIPS:

- The Energy Advisor will report directly to the Manager of Energy Services.

This Position Description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional position-related responsibilities other than those stated in this description.

Lorain Medina Rural Electric Cooperative and North Central Electric Cooperative reserve the right to revise or change the position responsibilities as the need arises. This Position Description does not constitute a written or implied contract of employment. The time frames mentioned for the successful accomplishment of training phases are for illustrative purposes only and should not be construed as an implied contract of employment for any amount of time.

Equal Opportunity Employer, including disabled and veterans.