



Energy Engineering Intern

ORGANIZATIONAL OVERVIEW

Green Coast Enterprises develops real estate and performs a continuum of real estate services focused on urban areas in need of community renewal located in the Southeastern United States, with a special focus on coastal areas threatened by climate change. Our projects are profitable, and they result in economically vital, environmentally superior spaces that are healthy and exciting for their users.

GCE Services, LLC is the consulting arm of the business providing energy efficiency and green building services to municipalities, schools, commercial and multifamily developers and utilities.

Title:	Energy Engineering Intern
Years of Experience:	N/A
Location:	New Orleans, LA
Part-Time or Full-Time?	Part-Time

POSITION DESCRIPTION

Energy Engineering Intern

Green Coast Enterprises seeks exceptional staff members to support the implementation of projects that meet the company's triple bottom line standards. Energy Services is responsible for maintaining client relationships, project management, energy management, and energy modeling. Energy Services also develops scopes of work and estimates for projects interfacing with many different parties and trade allies.

The Energy Engineering Intern will help support our commercial and public building clients assisting with retro-commissioning and managing building automation systems. The position reports to Joe Ryan, VP of GCE Services. We are looking for a detail-oriented self-starter that has a desire to help make our community better and reduce our impact on the environment and climate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in Reviewing Building Automation Systems and generating client reports
- Review HVAC Schedules and M.E.P plans and drawings
- Assist in writing technical reports, including gathering and consolidating information
- Attend client site visits
- Identify and report problems on projects
- Reporting to management on status of projects
- Other duties as assigned

BASIC QUALIFICATIONS

- Currently enrolled in an Engineering program at an ABET accredited university
- Completed at-least 80 credit hours
- Minimum of 3.3 GPA (out of 4.0).
- An orientation towards meeting goals and deadlines
- Strong computer skills, including: MS Word, MS Excel, MS PowerPoint

DESIRED/PREFERRED QUALIFICATIONS

- Mechanical or Electrical discipline
- Construction and/or HVAC experience

PROFESSIONAL SKILLS

- Must work within a team environment designed to support internal and external customer needs and expectations. Pleasant and cooperative attitude with co-workers.
- Ability to maintain a mature, problem-solving attitude while managing interpersonal conflicts, customer rejection, maybe some customer hostility or time demands.
- Extremely high-level interpersonal skills, both written and verbal. Must be able to clearly demonstrate professional attitude and mannerism through oral presentations in positive or negative circumstances. Must be a good listener.
- Strong organizational skills, attention to detail, positive follow-through approach for customer projects, read and interpret customer written or verbal information and document activities.
- Interpret verbal and non-verbal behavior to develop accurate perception and understanding of customer needs, values and opinions. Be sensitive and aware of customer differences and conflicts.
- Must be customer-led in all market segments and work.

GCE Services, LLC, provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.