



## Energy Management Associate

### 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.

<b>Title:</b>	Energy Management Associate
<b>Years of Experience:</b>	1-3 years experience in engineering, building controls, construction management, green building or related field.
<b>Location:</b>	New Orleans, LA

### POSITION DESCRIPTION

Green Coast Enterprises seeks exceptional staff members to support the implementation of projects that meet the company's triple bottom line standards. GCE Services is a division of Green Coast Enterprises that delivers owner's representative services to clients seeking advice and stewardship on green building and energy efficient operations. The team specializes in energy management, retro-commissioning, green building certification and utility energy efficiency program delivery. The Energy Management Associate is responsible for performing energy management services, communicating with clients and contractors, writing reports, and performing cost and energy savings analysis. A significant portion of time will be spent reviewing Building Automation Systems for our clients, investigating issues and communicating with clients and contractors. The Associate reports to the VP of GCE Services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Associate will be responsible for the following primary activities:

- Daily reviews of Building Automation Systems and identifying/communicating any issues
- Responding to Clients' needs/requests
- Develop quarterly reports of energy/cost savings and ongoing issues at Clients' properties
- Working within assigned budgets and timelines for projects.
- Other duties as assigned.



## **REQUIREMENTS**

- Understanding of commercial HVAC systems in hot/humid climates
- Strong organizational skills, attention to detail, ability to work successfully with limited direct supervision.
- An orientation towards meeting goals and deadlines.
- Demonstrated interpersonal, problem-solving and teamwork skills, and the ability to collaborate with different levels of an organization, both internally and externally.
- Strong computer skills, including: MS Word, MS Excel, MS PowerPoint, internet research, and Adobe Suite.

## **Desired/Preferred Qualifications:**

- A Bachelor's degree in a technical field like engineering
- 1-3 years experience in engineering, building controls, construction management, green building or related field.
- Certification in Energy Management from an accredited organization
- Experience in the energy efficiency industry
- Experience with the design and operation of commercial HVAC systems

## **Professional Skills**

- Sound business ethics, including the protection of proprietary and confidential information
- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for a senior management team
- Ability to work with all levels of internal staff, as well as outside clients and vendors
- Excellent problem-solving skills with ability to analyze situations, identify existing or potential problems and recommend solutions

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.