



## **Energy Efficiency Technical Advisor Job Description**

### **Purpose of Position**

The Energy Efficiency Technical Advisor assists rural and small community water and wastewater utility systems in the state of Maryland in evaluating their energy needs, consumption and costs. The Technical Advisor recommends measures to reduce energy consumption and identifies potential funding sources for improvements.

### **Primary Responsibilities**

- Conduct on-site energy assessments for rural and small community water and wastewater utility systems and make recommendations to those systems on how to retrofit the equipment and operate the system in the most energy efficient manner.
- Assist and educate water and wastewater utility systems to identify their current energy sources and rate structures and identify the primary energy consuming devices in the system.
- Educate utility systems how to optimize power usage schedules to minimize peak demand usage in the system. Educate utility systems on the opportunities to increase energy efficiency with high efficiency pumps, motors, and enhanced technology controls. Provide information on the return on investment of capital expenditures on energy efficient equipment. Educate and assist utility systems on the funding options available such as internal funding and/or funding through other sources.
- Travel extensively throughout the state to conduct an annual minimum of 30 energy assessments per year for rural and small community water and wastewater utility systems.
- Evaluate and understand the electrical energy pricing structure of the electric utilities in Maryland.
- Utilize the system specific energy assessment results to assist the utility system in developing an energy efficiency plan for the future.
- Maintain a working relationship with the State Rural Development (RD) Office.
- Accurately complete and submit the required program reporting in the required timeframe.
- Attend both NRWA In-Service Training and the NRWA WaterPro Annual Conference events. Energy Efficiency Technical Advisors are required to obtain 20 hours of mandatory training provided.
- Work in cooperation and collaboration with all members of the MRWA office and field staff.
- All other duties as assigned.

### **Internal Relationships**

The Energy Efficiency Technical Advisor works closely with the Executive Director/CEO, all members of the MRWA field staff, and all members of the MRWA office staff. Position reports to the Executive Director/CEO.

### **External Relationships**

The Energy Efficiency Technical Advisor has daily contact with water and wastewater system personnel, government personnel, elected officials, industry representatives and technical organizations.

### **Employment Qualifications**

- Positive attitude, flexible, with the ability to work in a consultative/training role in a range of different environments
- Must have working knowledge of water and wastewater systems and operations, must have knowledge of basic electrical operations as well as knowledge of energy efficiency practices and measurements
- Ability to assist and educate water and wastewater utility systems to identify energy sources and rate structures
- Ability to educate utility systems how to understand their electric company's billing structure and cost-effective upgrades and funding options
- Technical knowledge of operating, maintaining, or managing a rural/community water - or- wastewater system
- Ability to communicate effectively (train), orally and in writing, with operators, decision makers, regulatory agencies and other professionals
- Ability to identify and describe water and/or wastewater utility energy efficiency issues to field personnel and decision makers
- Knowledge and understanding of regulations, monitoring, and reporting requirements
- Willingness to travel extensively
- Good sense of humor, enthusiasm and team mindedness
- Customer focused approach
- Must be able to attend a variety of industry conferences
- Ability to prioritize requests & adhere to deadlines
- Self-motivated and able to work independently without daily supervision, high degree of initiative
- Ability to communicate effectively, orally and in writing
- Attention to detail, accuracy, timeliness and strong organization skills essential
- Experience with Microsoft software applications such as Word and Excel
- Valid driver's license

### **Employment Details**

The Energy Efficiency Technical Advisor is a salaried position with full range of benefits including health insurance, holidays, vacation, sick leave, 401(k), and others. Salary is commensurate with experience.