

Energy Manager

1. Retrieving utility bills and logging into spreadsheets. Tracking actual performance of project vs. projected performance.
2. Assist clients in scheduling building systems using the HVAC controls system. For certain clients, energy manager will schedule the buildings for them.
3. Utilize the HVAC controls systems to find parameters or schedules that have been overridden.
4. Utilize basic parameters of equipment to identify if operating properly (e.g. if unit is in heat mode is the leaving air temperature appropriately warm?)
5. Compose reconciliation reports for clients summarizing the performance of the projects.

Experience and skills required.

1. Experience with HVAC systems and/or HVAC controls systems will be of benefit but not required.
2. Must have intermediate level Microsoft Excel skills at a minimum (ability to make graphs, use basic formulas, etc.).
3. Communication and writing skills to communicate with clients and to compose the reconciliation reports.

Good with numbers and spreadsheets

Ability to use energy management programs