

**MEASUREMENT & VERIFICATION
SPECIALIST
BUSINESS ENERGY SERVICES**



Reports to: _____ Department: _____
Classification: _____
Date: _____ Approved: _____

JOB SUMMARY: (What is done and why.)

Manages and develops systems and engineering resources for Business Energy Services to ensure the accuracy, efficiency and integrity of project metering, and participates in other activities to ensure the delivery of high quality energy analysis and technical information to market teams, staff, and customers, while contributing to a mission-driven, creative, enjoyable and stimulating work environment.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Develops and refines technical resource systems, analysis tools, and methods, including generic and project specific metering protocols, to ensure accurate capture of the data necessary to assess and evaluate energy and demand impacts from energy efficiency measures.
2. Coordinates all third party metering including facilitation of project information sharing, coordination between in house staff and Department of Public Service (DPS) metering contractors, and providing monthly project reports to the DPS.
3. Develops and implements a quality assurance program for in-program metering.
4. Manage metering equipment, including calibration and maintenance, scheduling, purchasing, etc.
5. Develops and maintains technical resource content, tools, systems, methods, and energy efficiency measure characterizations to enable the delivery of high quality energy efficiency information and services to market teams, staff, and customers
6. Participates in savings verification and technical quality assurance activities, in particular verification of metered projects, including performing technical reviews of energy efficiency projects and calculations.
7. Provides technical support and training for BES staff in use of metering equipment, metering protocols, and safety around energized equipment, and assists project managers with custom metering planning and implementation.
8. Provides periodic assessments of the accumulated metered data identifying opportunities to apply meter data to improve technical analysis for non-metered projects. Supports the Technical Manager in using meter data to improve measure analysis techniques and to update load shapes.
9. Engages in project management and other project work as needed.
10. Provides support to the activities of VEIC as necessary to accomplish organizational goals and objectives.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Bachelor degree in industrial or mechanical engineering or related field, with EIT or PE preferred, plus a minimum of five years related experience, preferably including at least two years of direct experience with on site metering for energy analysis purposes, or a combination of education and experience from which comparable knowledge and skills are acquired.
2. Superior proficiency with data logging and meter equipment, documentation of metering procedures, development of analysis tools.
3. Strong understanding of building systems, building energy use, building construction, and energy analysis techniques.
4. Knowledge of metering software and concepts.
5. Proficiency in project management and contracting.
6. Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities in a dynamic and fast paced environment.
7. Experience in applying meter data to measure characterization and with baseline studies is beneficial.
8. Strong interpersonal skills and excellent written and oral communication skills.
9. Experience training technical staff in analysis techniques and software.
10. Superior proficiency with spreadsheet, word processing, and database software.
11. Demonstrated ability to work both collaboratively and independently.
12. Strong personal commitment to the mission, vision, goals and values of VEIC.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Work requires moderate travel throughout Vermont to visit sites where efficiency measures are possible, proposed or installed. Site visits may include entry into existing commercial, industrial, multifamily, or institutional facilities or construction sites. Site visits may involve examination of mechanical or electrical systems and/or processes, as well as building components. Candidates must possess a reliable vehicle for travel required by position.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work may include occasional pushing, pulling, or carrying objects weighing of approximately 40 pounds such as files,

documents, and some equipment. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed. External work may involve inspecting and crawling in confined spaces as well as climbing ladders.

SUPERVISED BY:

Position is supervised by the Technical Manager and has no supervisory responsibilities.