

**CAPE LIGHT COMPACT**  
**ENERGY EFFICIENCY ANALYST, RESIDENTIAL PROGRAMS**  
**CLC 2-1**  
**\$74,960 - \$101,197**

**Definition**

Professional, technical and administrative work supporting the Cape Light Compact's Energy Efficiency Residential Programs with some Cross-Sector work; all other related work, as required.

**Supervision**

Works under the general direction of the Residential Program Manager. Functions independently referring special problems to supervisor only where clarification or interpretation of policy or procedures is required.

Performs highly responsible functions of a complex nature; exercises considerable independent judgment in identifying and assessing energy efficiency opportunities in residential applications. Duties involve varied administrative and technical energy efficiency studies and related energy efficiency duties which require the judgment and initiative in planning and conducting projects.

**Job Environment**

Work is generally performed under typical office conditions; some work is performed outdoors under varying weather conditions. There can be major fluctuations in the work volume, due to state mandated deadlines, increased customer demands, unexpected needs, and events scheduled in unanticipated or short time frames. Required to meet with customers throughout the Compact's program service territory on the Cape and Vineyard. Required to attend regional meetings throughout the northeast and may be required to attend other evening and/or weekend meetings.

Operates a computer; operates general office equipment; operates an automobile.

Makes frequent contact with residential customers, Compact vendors and consultants. Contacts are in-person, by telephone, correspondence and cover technical assistance, advice, referral services and general information. Has routine contact with the Cape Light Compact Governing Board, town officials, and industry representatives. Has contact with the media and the general public including making presentations to increase awareness of energy efficiency program offerings.

Has access to departmental-related confidential information, such as lawsuits and bid documents.

Errors in judgment could result in delay or loss of service, financial and legal repercussions.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Assists the Residential Program Manager in the design, development, implementation, tracking, evaluating and reporting of the Cape Light Compact's residential and low-income energy efficiency

programs; including coordinating energy efficiency service programs and overseeing the work of program vendors.

Assists in coordinating the Cape Light Compact's regional residential initiatives, which vary from comprehensive, whole-house programs to retail sales programs as well as workforce development and municipal partnership efforts with increased participation across key customer segments including but not limited to renters, English isolated customers, moderate income, small businesses, and customers located in Environmental Justice communities. Knowledge of local, state, and federal low-income energy efficiency programs is desirable.

Build and maintain effective business relationships with internal staff, workgroup members, senior management, ratepayers and other stakeholders.

Communicate clearly and concisely information both verbally and in writing to a wide variety of audiences. Works closely with other staff members on communications and promotions.

Participates in public forums, workshops and conferences for local, state, and national energy efficiency interests. Works closely with various joint program efforts and energy efficiency market actors including the Consortium for Energy Efficiency, Northeast Energy Efficiency Partnerships, ENERGY STAR, and business trade allies.

Compiles, organizes, writes written reports, and makes presentations on residential matters for the Cape Light Compact Governing Board, state agencies, the media and the general public. Promotional events may include work on nights and weekends.

Performs similar or related work, as required, directed, or as situation dictates.

### **Recommended Minimum Qualifications**

Bachelor's Degree in Arts or Science with a background in environmental science, environmental studies, sustainability, or energy preferred. One to three years progressively responsible experience in the environmental and/or energy field required.

### **Knowledge, Ability and Skill**

*Knowledge.* Extensive knowledge of the purposes and responsibilities of Massachusetts energy efficiency programs. Thorough knowledge of the Cape Light Compact and role of municipal aggregators under the Massachusetts Restructuring Law. Thorough knowledge of the Massachusetts Green Community Act. Thorough knowledge of Residential Energy Efficiency Programs and the Environmental Protection Agency/Dept. of Energy's ENERGY STAR® programs.

*Ability.* Ability to plan, organize and direct the preparation of comprehensive energy efficiency improvements in the residential and low-income electric utility sector, including analyzing problems and formulating recommendations, partnering with utility representatives, and working with local and state officials. Ability to establish and maintain effective working relationships with electric utility customers, engineering consultants and develop residential energy efficiency

programs and a marketing strategy. Ability to meet deadlines. Ability to communicate effectively, orally, and in writing.

*Skill.* Excellent management, organizational and administrative skills. Excellent communication skills. Advanced computer skills; Microsoft Office products.

**Physical Requirements**

Minimal physical effort generally required in performing duties under typical office conditions. Occasional light physical effort is required when conducting field inspections. The employee is frequently required to sit, drive long distances, talk and hear, and use hands. Specific vision related requirements include viewing a computer screen for extended periods.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*