

Climate & Energy Planning Technician

Reports to: Director of Climate & Energy
Job Type: Non-Exempt / Hourly
Salary: \$20.00-\$24.00 per hour (depending on experience)
Schedule: Full-Time / Monday – Friday 8:30am – 5:00pm (40 hours per week)
Location: Hybrid in-office/remote Position (work 2 days in-office/ work 3 days remotely)
Physical Office located In Truckee, CA

ABOUT THE ORGANIZATION

Sierra Business Council is a nonprofit organization pioneering and demonstrating innovative approaches and solutions to increase community vitality, economic prosperity, environmental quality, and social fairness in the Sierra Nevada region. Change and challenge create opportunities and through innovation, integrity, and respect, Sierra Business Council harnesses these opportunities by implementing projects that model proactive change. Our goal is a diverse, inventive, and sustainable region where the economy is vibrant, the land is thriving, and the communities offer opportunity for all. We act as steward leaders of the region, taking responsibility for the care and responsible management of our place, guided by the triple bottom line that considers the economy, environment, and community simultaneously.

POSITION SUMMARY

The Climate & Energy Planning Technician will help Sierra Business Council advance our climate impact initiatives and support our Sierra Nevada clients and community in energy and financial savings. We are looking for a reliable, innovative, and hard-working person that will be involved in our portfolio of projects.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

The Planning Technician position is primarily responsible for providing planning, data analysis, outreach, and support services to the Sierra Business Council and its clients. This position would primarily work on the Climate and Energy Team, with a focus on the Sierra Nevada Energy Watch program. Under this program, the position will contribute to energy accounting services, including benchmarking and energy audits, and assisting clients in implementing sustainability and energy efficiency measures. The position may also include developing GHG inventories and energy action plans/climate action plans. Our team is focused on implementing programs that achieve significant emissions reduction and cost saving measures for communities and jurisdictions in the Sierra Nevada.

Primary position elements include, but are not limited to:

- Facilitating local government contacts (clients) through energy management services
- Conducting energy benchmarking analyses and reports
- Conducting energy audits, virtually or in-person (accordingly to COVID safe practices)
- Quantify energy consumption to establish baselines for energy use or need and to identify energy trends and anomalies
- Helping clients evaluate and pursue energy efficiency and conservation opportunities
- Helping clients navigate rebate, incentive and financing programs to support implementation of energy efficiency measures
- Analyzing return on investment and cost savings of potential energy measures
- Working closely with jurisdictional planning and outside agency staff
- Research, cataloging and monitoring of local/state energy-related policies, codes, plans and regulations
- Facilitating public workshops and meetings for clients and community stakeholders

Secondary position elements may include:

- Developing greenhouse gas inventories for municipal and community-wide sectors
- Developing GHG reduction measures
- Drafting energy and climate plans, policies and code language

MINIMUM SKILLS & QUALIFICATIONS

- Must be at least 18 years of age
- High school diploma or equivalent
- Collaborative and effective communication skills - oral and written
- Ability to work independently as well as with a team, to learn on the job, and to be flexible/adaptable
- Excellent attention to detail and the ability to prioritize effectively
- Experience with energy efficiency analyses and strategies (min 1-2 years)
- Experience with utility programs (min 1-2 years)
- Experience conducting energy benchmarking analyses and reports (min 1-2 years)
- Familiarity with the Energy Star Portfolio Manager tool preferred
- Experience performing energy audits (min 1-2 years)
- Experience calculating energy cost savings analyses (min 1-2 years)
- Must be able to follow internal control and organizational policies

PHYSICAL REQUIREMENTS AND WORK CONDITIONS

- Must be able to perform essential functions of the job satisfactorily (with or without reasonable accommodation due to disability)
- Continuously and repeatedly:
 - Finger/fine dexterity, wrist motion, flex wrist, grasp/squeeze, handling/gross dexterity, feel, use hand-eye coordination, use foot-hand-eye coordination, reach at shoulder or below, hear, talk, and sit
 - Near vision
- Occasionally:
 - Reach above shoulder, stoop, kneel, balance, bend, twist body, turn body, walk, and stand
 - Midrange vision, far vision, depth perception, color vision, field of peripheral vision
 - Use a ladder, lift, carry, push, or pull a minimum of 25 lbs
- Handle typical office environment conditions and noise levels
- May be exposed to dust, loud noises, moving mechanical parts, cleaning chemicals, vibration, and outdoor weather conditions

BENEFITS

- Medical Plan
- Dental Plan
- 401k Participation
- Paid Time Off (PTO) & Paid Holidays

TO APPLY:

Please email your cover letter and resume to careers@sierrabusiness.org with the position title in the subject line.

Sierra Business Council is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, gender identity, age, national origin, disability, genetics, marital status, sexual orientation, or protected veteran status, as well as any other characteristic protected by federal, state, or local law.