

Title: Energy Analyst I

Job Type: Non-Exempt Exempt

Division: Technical Services

Job Grade: 5

Reports to: Manager of Architecture & Engineering

Job Purpose

The Energy Analyst I develops, maintains and analyzes, to the point of portfolio comparison, the power (electric) and water consumption data files for all PHFA funded multifamily properties. The position is an integral part of the Agency's overall efforts to continue to lead in the field of multifamily housing energy efficiency endeavors. Continual positive efforts for a minimum of three (3) years at the level one position along with ambitious creativity leading to quantifiable advancements in this program and other energy efficiency measures for funded properties will afford the opportunity to advance to Energy Analyst II.

Essential Functions

1. Collect paper and electronic energy consumption data from all funded properties in the program
2. Develop and maintain energy consumption database(s), both web based and on local Agency systems
3. Provide analytic evaluation on current data facts against, but not limited to historical usage
4. Generate energy usage reports and findings
5. Facilitate energy usage communications and education between PHFA and its partners including but not limited to developers, contractors, architects, utility providers, building raters and commissioning agents, energy and water companies, testing agencies and national energy saving corporations
6. Assist the staff engineer and other members of the division with numerous property energy and utilities analysis functions and development of other similar initiatives such as energy saving initiatives
7. Identify potential helpful technologies, means and methods and/or possible challenges in the spectrum of the work
8. Work with staff of other multifamily divisions to assure that the properties which are finishing construction comply with all initial application selection criteria in order to recommend final cost certification

9. The ability to engage in day-travel, if needed or as required, throughout Pennsylvania to funded properties to observe operational conditions, situations, problems, etc.
10. Other divisional duties as assigned

Job Requirements

Education: Bachelor of Science degree in Project or Account Management or Electrical Engineering curriculum.

Experience: In conjunction with a minimum of three to five years working in the utility sector and having been involved in energy savings measures or analysis.

Knowledge/ Skills: This position demands the following skill sets: excellent verbal telephone and written communication skills; strategic project management ability; professional aggressiveness tempered with calm demeanor to secure data from unresponsive partners; the highest level of motivation along with matching high level of organization and attention to detail; past experience with setting up and maintaining customer business accounts; familiarity with standard Microsoft Office products and other office computer program tools; understanding of basic utility provider means and methods is a bonus.

Licenses/ Certifications: Building Energy Rater/HERS Rater certification desirable but not mandatory.

Travel

None Light Frequent Other: As needed or deemed appropriate

Working Conditions

Physical Demands: Lifting/Carrying Walking Sitting Standing Other
Should travel be required the destination will be multifamily housing either under construction or in occupancy phase. Normal walking of the property would be required, both interior and exterior spaces.