



Job Description

Original issue date: September 13, 2019

Revision effective date:

External Title:	Project Specialist / Energy Efficiency Programs – Focus on Energy Program
Internal Title:	Energy Sustainability Specialist I/II
Years of Experience:	1-3 years' combined program and project management experience related to energy program management, implementation or administrative oversight
	2+ years' experience in the energy efficiency industry preferred.
Location:	Madison, WI

Job Overview:

This position is responsible for providing technical and administrative support to the Energy Portfolio team to ensure that information is accurate, projects are maintained and continuously reviewed, while providing continuous communication with key internal stakeholders. This position is additionally responsible for managing customer incentive reviews and processing, and supporting or directly coordinating projects with internal functional teams.

Our role as the Program Administrator is to develop energy-savings programs that are vital in the marketplace for residential and business customers. This program is funded by utility clients whom we serve with equity to reduce energy use while providing an opportunity for equitable participation in the Focus on Energy program.

You will also be working with others who are passionate about energy efficiency and making a positive impact on the industry.

Key Responsibilities/Accountabilities:

- Work as part of an energy efficiency team ensuring that the administration, implementation, and verification of utility sponsored energy efficiency projects are successfully executed
- Review project application forms by customers, contractors, engineers/consultants, and other program participants in order to ascertain compliance with program policies and procedures
- Develop relationships with program implementers and partners to identify and address their needs from the Program to provide information to the program managers.
- Maintain, update, and add entries to the system databases accurately.
- Provide assistance with customer service, scheduling and other issues as needed
- Conduct QA/QC of Program processes and protocols, offering design improvements and recommendations.
- Contract management; reporting and tracking program performance and metrics
- Directly assist in the resolution of Program operation issues.
- Ensure compliance with all APTIM quality and safety policies as well as all OSHA regulations.

Basic Qualifications:

- Bachelor's degree from an accredited four-year college or university.
- 2-3 years' program/project management experience related to energy program management, implementation or administrative oversight.
- Strong communication skills, experience with client engagement and coordination.
- Quantitative and analytic capabilities including memorandum writing and spreadsheet analysis.
- Proficient in Microsoft Office software.
- Advanced written and oral communication skills.

Desired/Preferred Qualifications:

- 2+ years' experience in the energy efficiency industry preferred.
- Four years of previous office experience
- Understanding of energy efficiency technologies and energy-saving solutions including, lighting, HVAC and mechanical systems

Professional Skills

- Sound business ethics, including the protection of proprietary and confidential information
- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for a senior management team
- Ability to work with all levels of internal staff, as well as outside clients and vendors
- Excellent problem-solving skills with ability to analyze situations, identify existing or potential problems and recommend solutions

Other Details:

- <http://www.aptim.com/>
- <http://www.focusonenergy.com>

Company Overview:

APTIM with approximately 12,000 employees deployed across hundreds of offices and customer sites globally is a leading global provider of program management, energy efficiency programs, integrated maintenance services, environmental engineering and remediation, infrastructure EPC services, and disaster response and recovery for private sector and government customers.