



## Central New York Regional Planning & Development Board

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Paul W. Pinckney, Chairman David V. Bottar, Executive Director

### Central New York Regional Planning and Development Board

#### Technical Energy Advisor

May 2023

#### Technical Energy Advisor

We seek a highly motivated, collaborative, knowledgeable energy professional to serve as Technical Energy Advisor for the Central New York Clean Energy Hub, a new initiative of the Central New York Regional Planning and Development Board (CNY RPDB) that expands and streamlines the delivery of clean energy education and services throughout our 5-county region. The Technical Energy Advisor will work under the direction of the Hub Director and report to the CNY RPDB's Energy Program Manager and will work collaboratively with other Hub and Energy Program staff. The successful candidate will be working out of the CNY RPDB's main office in Syracuse, NY.

#### About CNY RPDB

The Central New York Regional Planning and Development Board is a public agency that was established in 1966 by Cayuga, Cortland, Madison, Onondaga, and Oswego Counties under the provisions of Article 12B of the New York State General Municipal Law. The CNY RPDB is governed by a 35-member board of directors that is appointed by its five member counties. Financial support for the agency is provided by member county contributions, state and federal grants, and contract service revenue. The CNY RPDB provides a comprehensive range of services associated with the growth and development of communities in Central New York with a focus on eight major program areas including economic development, environmental management, community development, energy management, land use and transportation planning, information and research services, and intergovernmental coordination. Please see [www.cnyrpdb.org](http://www.cnyrpdb.org) for more information.

#### About the Central New York Regional Clean Energy Hub

As New York State's energy policy and regulatory landscape rapidly develops, the CNY RPDB is leading efforts to grow a clean energy economy that works for all. With support from the New York State Energy Research and Development Authority (NYSERDA), the CNY RPDB is leading one of 12 Regional Clean Energy Hubs across the state to serve as centers of outreach, awareness, and education in regions across New York State and help foster residents' participation, especially those in underserved or otherwise disadvantaged communities, in New York's clean energy transition.

Building on the success of the CNY RPDB's Solarize and Heat Smart programs, the Central New York Clean Energy Hub will deliver services at the community level and offer new ways to coordinate and promote clean energy outreach, engagement and education services throughout the region. The Hub is a team of trusted, knowledgeable, community-based organizations from across the region and is a collaboration of the CNY RPDB, Alliance for a Green Economy (AGREE) and Greater Syracuse Works.

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*Serving the Counties of Cayuga, Cortland, Madison, Onondaga and Oswego*

[www.cnyrpdb.org](http://www.cnyrpdb.org) ❖ [mail@cnyrpdb.org](mailto:mail@cnyrpdb.org)

Our Hub provides individualized support for residents and building owners to adopt clean energy technology, utilize energy efficiency programs, and/or build a career in the clean energy industry. Our Hub will be able to:

- Describe the “clean energy economy” and what it means for communities.
- Assist with accessing job training and employment in the clean energy sector.
- Discuss a home energy assessment and why it would be useful.
- Help someone fill out an application for a free home-energy assessment.
- Show what types of energy incentives a person or business may qualify for.
- Share information about electric vehicles (EV), charging stations, even help someone file an EV rebate.
- Find a qualified contractor to perform clean energy upgrades.
- Locate a community solar program and help residents and businesses sign up for it.
- Provide further offerings to meet community needs as the program grows.

### **Key Responsibilities**

The Technical Energy Advisor will serve as the Hub’s key technical expert, customer project manager and liaison with clean energy business partners including HVAC installers, weatherization contractors and solar developers. The Technical Energy Advisor will serve as an independent resource for property owners, renters, contractors, and other key stakeholders interested in energy projects. The Technical Energy Advisor will ensure that Hub marketing materials are accurate in terms of technological specifications and available incentives. Specific duties and responsibilities include:

- Coordinate with Hub team colleagues, including community outreach staff, to assist in developing and ensuring a smooth referral process to connect clients who express interest in weatherization, heat pumps, solar or other clean energy opportunities to state and utility energy programs, to qualified installers and businesses (trade allies) and to other community partners that aid with home improvements and energy affordability.
- Developing Requests for Proposals (RFPs) and Memorandums of Understanding (MOUs) with trade allies and installers for customer referrals.
- Maintaining technical proficiency when consulting with prospective customers regarding participation.
- Staffing the Hub hotline to answer technical questions about efficiency and clean energy opportunities.
- Track data and communicate frequently with clients about their program application status and assist with completion of document requirements.
- Keeping informed and maintaining a database of available energy assistance and incentive programs including current program status and program revisions for customers and other Hub staff.
- Educating Hub staff about efficiency and clean energy technologies.
- Support the Hub Director to build mutually beneficial relationships with community partners, industry organizations, trades, and trade allies.
- Developing referral relationships with other agencies that can assist clients with housing and other related assistance programs.

- Communicate program implementation status to Hub colleagues and external partners.
- Developing educational materials and participating in community meetings and presentations about efficiency and clean energy technologies.

### **Desired Skills and Experience**

The Technical Energy Advisor will combine technical expertise and customer service skills to help clients and advise them on their decisions.

- Bachelor's degree in engineering, architecture, construction management or closely related technical field. Professional certification (i.e., Certified Energy Manager, Building Performance Institute, etc.) or membership (i.e., ASHRAE, NATE, NABCEP, IGSHPA, etc.) or three years of field experience related to the building or energy industry is highly desirable and can be substituted for a higher education degree.
- The ability to communicate effectively and coordinate with internal team members and external clients and partners.
- Must be detail-oriented and be able to handle multiple projects simultaneously.
- Strong customer service skills that include highly effective communication in-person, over email, and over the phone.
- Ability to develop and maintain effective relationships with program participants and partners.
- Experience utilizing a Customer Relationship Management (CRM) system or a similar system to effectively track pipeline, outreach, and business development activities.
- Outgoing, positive, and professional with experience and comfort with public speaking, direct outreach, and networking.
- Awareness and familiarity with New York energy efficiency programs and/or experience working in the clean energy field such as solar PV installer, weatherization contractor or HVAC contractor.
- Ability and license to operate a motor vehicle, clean driving record, and a reliable vehicle.

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**Benefits:** The CNY RPDB offers NYS Retirement System, medical, dental, and vision coverage as well as generous paid leave.

**Salary:** \$55,000 - \$72,500/year, commensurate with education and experience.

**EOE/ Diversity Statement:** The CNY RPDB is an equal opportunity employer and welcomes candidates from diverse backgrounds. The CNY RPDB encourages applications from persons who identify as Black, Indigenous, and People of Color, as well as other marginalized communities.

**How to Apply:** Please send a cover letter and resume to Chris Carrick, CNY RPDB Energy Program Manager at [ccarrick@cnyrpdb.org](mailto:ccarrick@cnyrpdb.org). No phone calls, please. Please submit applications by June 2, 2023.

The CNY RPDB's office is at 126 North Salina Street, Suite 200, Syracuse, NY. Learn more at [www.cnyrpdb.org](http://www.cnyrpdb.org) and [www.cnyenergychallenge.org](http://www.cnyenergychallenge.org).