

## **ESPP DIRECTOR OF BUSINESS ENERGY SERVICES**



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Reports to: Director of ESPP  
SBU: Efficiency Smart Power Plant (ESPP)  
Department: Business Energy Services (BES)  
Date Approved: TBD

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### **JOB SUMMARY:**

Directs, manages and oversees the operations of the Business Energy Service (BES) work, including the development and delivery of energy services to business customers (commercial, industrial, municipal and institutional), while contributing to a mission-driven, creative, enjoyable and stimulating work environment. In addition, Director of BES supports the development, and proactive implementation of, the BES team's strategic plans and initiatives. Supervises BES Technical Manager and other operational staff as needed.

### **ESSENTIAL FUNCTIONS:**

1. Hires staff and establishes start-up operations for a division of ESPP to provide technical and analytical services to businesses to promote electrical energy efficiency.
2. Leads the BES operations team, including participating in the development of BES budgets and monitoring the adequacy of staff and subcontractor resources to effectively deliver energy services to the business market and achieve organizational goals.
3. Develops and oversees the implementation of the vision for maximizing the penetration of cost-effective energy efficiency in the business market.
4. Directly supervises BES Technical Manager and other operational staff as assigned. Supervisory responsibilities include providing constructive feedback on an ongoing basis, setting work and professional development goals to maximize performance and quality, providing appropriate support in the case of performance problems, and staff recruitment and orientation.
5. Collaborates and partners with Key Accounts to ensure business market initiatives and goals are achieved.
6. Continually assesses and refines BES's operational procedures in order to achieve optimal efficiency and quality, and to meet pod goals.
7. Coordinates, as necessary, the delivery of services and initiatives with other VEIC staff, including business development, marketing, accounting, and IT personnel, to ensure that contract performance goals are achieved.

### **KNOWLEDGE AND EXPERIENCE:**

1. Strong personal commitment to the mission, vision, goals and values of VEIC.

2. Bachelor's degree in a relevant technical field plus at least ten years of professional experience, including five years supervising professional engineering staff and five years of business management experience or a similar combination of education and experience from which comparable knowledge and skills were acquired.
3. Demonstrated operations management skills, including the ability to set, implement and track meaningful goals and manage a team to ensure optimal effectiveness in alignment with VEIC's core values.
4. Minimum of five years of management experience, including leadership, facilitation, staff supervision, contracts, budget management, communications and the ability to develop and attain goals.
5. Strong understanding of building systems, building energy use, building construction and energy analysis techniques.
6. Proven ability to identify best practices in a technical environment and to develop model work flows to effectively and efficiently achieve goals. Proficiency with project and workflow management.
7. Strong interpersonal skills and excellent written and oral communication skills.
8. Superior proficiency with word processing and spreadsheets, and knowledge of database software.
9. Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities.

#### **WORKING CONDITIONS:**

**Internal-** Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**External-** Moderate travel is required.

#### **PHYSICAL DEMANDS:**

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a high skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.