



HVAC Outreach Specialist – Salt Lake City, Utah

Portland Energy Conservation, Inc. (PECI) is a nonprofit corporation with a twenty-year history developing and implementing innovative approaches to energy and resource efficiency. We offer our local and national clients a unique combination of expert research, program design, and on-the-ground delivery. We are growing and have exciting opportunities for individuals who have a passion for learning and want to make an impact working within the energy efficiency market.

PECI's dedicated and knowledgeable staff are leaders in the field of energy conservation. Employees bring an ethic of teamwork, collaboration, and creative problem solving to their work, and deliver programs and results that everyone can be proud of.

About the Position:

The Residential sector of PECI, based in Portland, OR, is seeking a HVAC Outreach Specialist to assist in the recruitment and education of residential HVAC contractors for an energy efficiency rebate program in Utah. Preference will be given to candidates with demonstrated commitment to energy efficiency initiatives.

This is a full time field position based in Salt Lake City, Utah, requiring frequent travel between Utah and Idaho. Travel will be reimbursed at a set rate per mile. Successful candidate must have access to a personal vehicle to cover the assigned territory.

Qualities:

- Residential or small commercial building science: Specific knowledge and experience with residential heating and cooling systems, building construction and retrofit applications that improve energy efficiency.
- Equipment: Experience and understanding of in-field and computerized diagnostic tools to determine load calculations, air flow, interactive energy savings modeling.
- Technical writing skills: Ability to write or prepare materials for technical manuals and information guides.
- Products: Familiarity with commonly used equipment, products, and their installation and maintenance specifications.
- Training: Experience in conducting training on technical processes to a variety of audiences. Extensive knowledge/experience with residential HVAC equipment and practices.
- Previous HVAC industry sales experience is a plus.
- Ability to communicate technical concepts to contractors, homebuyers and trades people.
- Computer proficiency including experience using Microsoft Office.
- Ability to work well independently and in a team setting.

Key responsibilities:

- Assist contractors in understanding benefits and opportunities in promoting and performing energy efficiency work. Provide infield and phone support to Qualified Program Contractors and, provide support materials as needed/requested.
- Generate leads through industry publications, site visits, referrals and follow up to encourage program participation
- Assist program team in assessing contractor training needs and available resources, developing the evaluation and inspection models for central AC purchase, installation and sizing; heat pump commissioning and tune ups, duct sealing and duct insulation.
- Deliver formal and informal presentations to market actors (contractors, HVAC distributors, builders and industry groups) about the methods and benefits associated with energy efficient residential HVAC equipment and services
- Represent program at industry events



- Work collaboratively with contractors to review program design. Conduct group, individual and in field technical training on program requirements and program offering.
- Provide on-site technical support to contractors and trades-people to support energy efficient HVAC measures
- Conduct HVAC home improvement inspections and quality control to assure program standards are met
- Clearly document correspondence and inspection work with program forms and electronic applications
- Support delivery of other program offers and measures as needed

PECI offers a comprehensive, highly competitive compensation and benefits package, including a generous 401(k) plan.

To Apply:

If you are interested in this position, please send a letter, resume, a writing sample and references to job2315@peci.org, or 1400 SW 5th Ave #700, Portland OR 97201.