

December 3, 2014

Position Description

Job Title: Pulp & Paper Energy Efficiency Specialist
FLSA Status: Exempt Full Time
Supervises: Subcontractors as necessary
Reports To: President

POSITION SUMMARY:

This candidate will be responsible for deploying industrial energy efficiency Best Practices in the pulp and paper industry in Wisconsin.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop recommendations from plant walkthroughs into projects (total installed costs; energy savings; dollar savings; simple paybacks; etc.) so that industry leaders can make informed decisions about viable projects.
- Identify and deploy New Best Practices.
- Identify customers who need Focus on Energy Financing for deployment of Best Practices.
- Manage timely implementation of Best Practices and monitor the progress.
- Document projects, and how Focus on Energy made a difference, to ensure high attribution rates.
- Quantify, summarize, and/or report program energy savings using SPECTRUM database, if needed.
- Apply industrial field knowledge and process-related hands-on experience to assignments
- Actively participate in meetings with customers, vendors, utilities, etc. arranged by Energy Advisors.
- Develop understanding and application of the Wisconsin Focus on Energy Program and work very closely with employees and Energy Advisors and provide any assistance as needed.
- Work with all stakeholders to accomplish the goal of “Reducing Wisconsin Energy”

- Educate industry management about the Focus on Energy programs.
- Attend conferences in the US where industrial energy saving technologies are presented.
- Perform other duties as assigned by President.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrated ability to design, organize, plan, prioritize, implement, manage, and evaluate project work plans with deadlines for multiple assignments at different stages of completion.
- Ability to perform quality work accurately, in a timely manner, consistent with instructions.
- Effective oral and written communication skills, proficiency with Microsoft Office products and internet navigation skills.
- Familiarity with technology development and energy efficiency in fields of knowledge.
- Ability to promote positive working relationships between staff and clients and work effectively in a team environment.
- Strong customer relations skills in industrial plant settings.
- Ability to recognize and handle confidential information appropriately.
- Understand and have the ability to clearly communicate the CTP mission.

EDUCATION AND EXPERIENCE:

- Industrial energy efficiency experience.
- Process experience in the pulp and paper industry.
- A Bachelor's Degree, preferably in Engineering or a technical field; project management skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands of the position include (1) ability to sit at a work station for extended periods of time; (2) ability to stand, reach, and bend throughout the day; (3) ability to perform tasks requiring repetitive motion; (4) ability to climb stairs and/or equipment access ladders in multi-story manufacturing facilities; (5) ability to work occasionally in extreme indoor heat and humidity, such as in a pulp/paper mill or foundry.

USE OF TOOLS:

Standard office equipment including personal computer, printer, telephone, fax machine, and copier use is required.

The ability to use data recording, FLIR and flow measurement equipment would be helpful.

FTE PERCENT:

Full Time

TRAVEL & WORK REQUIREMENTS:

- Travel to industrial work locations throughout Wisconsin with occasional overnight stays
- Maintain regular attendance to service clients and CTP staff during business hours.

Employee Signature:

Date:

Supervisor Signature:

Date:

Position descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

CTP policy is to base hiring decisions solely on an individual's ability to perform essential job functions. Persons with disabilities are eligible for this position if they can perform those functions with reasonable accommodation.

***If interested in this position, please contact Masood Akhtar, President, CleanTech Partners, Inc.
(608-203-0111 or makhtar@cleantechpartners.org)***