



AmeriCorps Position Description

Position Title: Energy Conservation Technician

Project Sponsor: Beaverton School District www.beaverton.k12.or.us

NWSA Mission: This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is: To preserve and restore the natural environment, and to develop community leaders through service and community partnerships. www.northwestserviceacademy.org

Project Location: 16550 SW Merlo Road, Beaverton, Oregon 97006

Position Summary: The Energy Conservation Technician will work with the Energy & Resource Conservation Program Manager and the HVAC Foreman to strategize, design, implement and maintain a system for more responsive HVAC event scheduling of our 50-campus District (50%).

This team will also develop a strategy for utilization of the District's interval metering data service. This includes set-up of reasonable consumption alarms and work in conjunction with HVAC department to respond to these alarms, along with implementation of a long-term departmental solution to monitor and respond to interval metering service. May also include development of training program for building operators on the use of the interval metering service, first response activities, and when and how to contact HVAC department to advise of suspect issues (25%).

The Energy Conservation Technician will be involved in the implementation and savings verification of various SB1149 energy efficiency projects, and will also assist with projects involving the Energy Trust (25%).

General Responsibilities (to include, but not limited to):

- Set up and maintain a better system for HVAC event scheduling.
- Perform scheduling audits and building walk-throughs.
- Set up and maintain interval data metering/HVAC response program.
- Interface with HVAC staff, maintenance staff, facilities staff, building operators, and custodians in response to system consumption alarms.
- Use data logging and trending equipment to trend, verify and report on building performance.
- Assist in the implementation of energy efficiency measures.
- Use interval metering and utility management programs to monitor and report on building performance after implementation of energy efficiency measures.
- Complete and submit all necessary Beaverton School District, NWSA and AmeriCorps paperwork and reports in a timely manner.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- Minimum of an associate's degree in energy management or related field work.
- Advanced proficiency in computer applications such as Excel, Word, etc.
- Willing to occasionally work non-standard hours for night and weekend facility walk-through.
- Excellent verbal and written communication skills.
- Strong organizational, record-keeping and time-management skills.
- Self motivated, creative and resourceful individual who enjoys serving with a diverse group of people, including project partners, school staff, teachers, custodians, and maintenance and facilities staff.

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full term of service for which you are applying.
- Successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

Preferred Qualifications:

- Experience with energy savings calculation methodologies.
- HVAC/mechanical experience preferred.
- Strong communication and relationship skills.
- Motivated self-starter who can work with minimal supervision at times.
- Flexibility.

Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1,250).
- Training fund of up to \$500.
- Upon successful completion of a term of service, eligible members receive an education award of \$4,725. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Beaverton School District provides the opportunity to become part of a team of individuals equally committed to service to the environment and to the community.

Transportation Information:

- Personal vehicle is required for service activities and mileage reimbursement is provided.
- Project site is accessible by public transportation.

Application Deadline: On-going until filled.

Interviews: No set schedule. Open until filled.

Service Dates: 11 months from start date to end date.

NWSA Center: Lower Columbia Center

Type of position: Professional Placement (P2)

How to apply:

Step 1: Submit an interest letter and resume to Sheri Stanley at sheri_stanley@beaverton.k12.or.us. No phone calls or visits please.

Step 2: Complete your application and send it to Margi Guilfoyle at margi@p2professional.org (All application materials can be found on the "How to Apply" page of our website):

- Application** – Complete the AmeriCorps Application. It may be submitted by mail, fax or email
- Two Written References** – Please ask your recommenders to complete the NWSA Reference Form. It may be submitted by mail, fax or email.
- Certification Form** – Print, sign and date the Certification Form. This document **MUST** be submitted by mail or in-person to our offices at 55 SE Main, Portland OR 97214.

Questions about the position? Contact: Sheri Stanley sheri_stanley@beaverton.k12.or.us

General questions about P2, Northwest Service Academy, or AmeriCorps? Contact:

Margi Guilfoyle

Professional Placement Coordinator

NWSA Lower Columbia Center

55 SE Main Street, Portland, OR 97214

503-234-2383 ext 118

fax 503-232-0166

margi@p2professional.org

www.p2professional.org/blog/

www.nwserviceacademy.org

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