

Job Description for Analyst/ Engineer I, Code Compliance

Reporting Location: Davis, California, San Diego, California or Boulder, Colorado

Supervisor: Program Director, Code Compliance

Business Unit: Sustainability West, Programs

NORESCO has become a nationally recognized leader in facilitating improvements in energy code compliance. The compliance process is complex, involves many building design and construction market actors, and must be successful to realize savings attributed to adopted energy codes. NORESKO's team members who focus on energy code compliance are highly specialized in the creation of compliance tools and training, supporting those who develop new code requirements and redesigning the compliance processes itself to be more user-centric. Key clients for these activities include the California Energy Commission, Southern California Edison, San Diego Gas & Electric, Southern California Gas Company, Pacific Gas & Electric Company, Colorado Energy Office and the City and County of Denver.

NORESCO is seeking an Analyst/ Engineer I to advance and execute major projects for our codes compliance project work. This position should have proven expertise specific to the building energy efficiency industry, proven technical writing skills, and the ability to prepare client deliverables on schedule. Aptitude for developing technical expertise through project work is desired. The Analyst/ Engineer I will execute project activities that are technical and detail-oriented; and work with other team members to direct future work enabling market transformation within the energy codes compliance process.

Candidate should have the following strengths:

- Thoroughness and attention to detail
- Ability to concisely communicate complicated subjects
- Enthusiasm for collaboration and innovation
- Excellent time-management and ability to juggle several projects

The Analyst/ Engineer I will have primary responsibility for executing technical content of deliverables with direction from the project manager and technical lead on the project. The individual will work with code compliance team members to develop technical expertise and project development skills, with the goal of being able to independently produce project deliverables and develop new project ideas within two years. The individual may be called upon to coordinate and represent NORESKO in workshops and presentations as related to the client projects.

The Analyst/ Engineer I will perform work as assigned by a project manager within the energy codes team upon hire and will work to gain project and client management skills to be able to independently deliver projects for key clients. The position's supervisor will provide guidance to this individual on planning, budgeting, scheduling, and key account management in addition to technical skill development.

Responsibilities:

- Provide energy efficiency expertise and perform technical tasks on code compliance projects. Position requires a broad knowledge of the industry and attention to detail. Knowledge of the building delivery process and permitting process a plus.
- Communication with others on the team regarding current workload, project updates, potential obstacles, opportunities for innovation, and specific project deadlines on contracted work is required.
- Assists others to assess, develop, and prepare new statements of work for the Codes Team.
- Utilize user-centered design concepts to produce work products that are designed specifically for the needs and workflow of the users.
- Exhibit a semi-advanced understanding of the following:
 - energy efficiency measures for new and existing buildings
 - energy codes and standards, knowledge about Title 24, Part 6, IECC commercial and/or residential provisions is a plus.
 - energy code compliance strategies, including efforts to improve the usability of efficiency codes
 - using energy codes towards decarbonization
- Work towards independently managing key clients and delivering high-quality projects.

Qualifications

- 2 to 5 years' experience in energy efficiency building industry.
- Bachelor degree in environmental, construction, architecture, engineering, or equivalent.
- Semi-advanced experience working with energy efficiency codes and standards or involvement with compliance.
- Presentation and communication skills for technical concepts.
- State and national travel may be required (not during COVID pandemic).

Other valuable skills or experience

- Direct experience creating or reviewing energy code compliance documentation
- Experience with implementing energy efficiency codes in the construction process
- Familiarity with computer programming and internet technologies
- Active member of professional associations
- Understanding of energy policy
- Working knowledge and experience with all phases of design and construction from pre-design to construction administration.