



## EMPLOYMENT OPPORTUNITY

### Energy Conservation Trainee (Full-time, Non-exempt)

**Unit:** Environmental Services/ FCI  
**Updated:** 02/03/2017

**Reports to:** FCI Management Staff  
**Compensation:** \$13.00 per hour

**Positions Available:** 1

**Summary:** Under the direction of the Environmental Services Manager and FCI Management Staff, the Environmental Specialist: Energy Conservation Trainee is a hands-on training position for FCI's Southern California Edison (SCE) Non-Residential Direct Install Program and Residential Weatherization Program. The program will emphasize preparing the trainee for a job in energy conservation by providing broad customer service skills and hands-on energy conservation program experience. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the placement period. Reliability and quality of work will be emphasized. This is a temporary, full-time, non-exempt training position, scheduled to begin as soon as possible and last between four - six (4-6) months from hire. **The central office for this position is in Long Beach, CA.**

#### Responsibilities for all Trainees:

- Perform all duties to FCI Management standards and requirements.
- Complete and submit administrative paperwork, follow proper safety practices per training, attend relevant meetings and trainings, and perform other related duties as assigned by the Supervisor.
- Participate in trainings, assessments, applications, and testing to attain utility certifications, Home Improvement Salesperson registration, and other licensing as it becomes available.

#### Primary Responsibilities as a Trainee in the SCE Direct Install Program:

- **Provide professional and accurate canvassing and auditing of eligible customers:**
  - Perform all canvassing and outreach according to SCE/FCI Management standards and requirements.
  - Perform door-to-door site visits/audits to explain the SCE Energy Conservation program, log and submit all related paperwork as instructed by FCI Management.
- **Provide inventory analysis and control:**
  - Identify eligible equipment for cost-effective replacement, removal or modification as needed and directed.
  - Control and reconcile inventory, accurately pull orders and restock inbound material.
  - Maintain warehouse shrinkage.
  - Ensure that the Material Management System status coincides with the physical warehouse count.
  - Calculate and estimate supplies for maintenance of good housekeeping.
- **Remove and install energy efficient light fixtures in non-residential facilities:**
  - Work with owner/manager to ensure adequate access to site without disrupting operations.
  - Ensure a safe worksite and ensure appropriate safety gear is utilized with all installations.
  - Verify proper supplies and tools are in place.
  - Remove existing lighting fixture and replace them with high-efficiency fixtures.
- **Provide professional customer service and administrative support:**
  - Act as initial contact with customers via call center.
  - Interact with business customers and other employees in a professional manner as defined by FCI.
  - Maintain an accurate filing system.
  - Follow direction from the FCI Management program manager and the KYCC Environmental Services Manager to input accurate data entry of client information into FCI/SCE information system.
  - Perform all duties to SCE/FCI Management standards and requirements.

#### Primary Responsibilities as a Trainee in the Residential Weatherization Program:

- Provide professional residential energy audits and reporting;
- Perform weatherization upgrades for residential customers including weather stripping, door

Energy Conservation Trainee  
*KYCC is an E-Verify Employer.*



replacement, insulation installation, and other low-skill efficiency repairs.

- **Must be able to safely operate power tools and equipment associated with job requirements.**

**Additional Duties/ Responsibilities:**

- **Provide professional and accurate canvassing and auditing of eligible customers:**
  - Perform all canvassing and outreach according to SCE/FCI Management standards and requirements.
  - Perform door-to-door site visits/audits to explain the SCE Energy Conservation program, log and submit all related paperwork as instructed by FCI Management.
- **Inventory analysis and control:**
  - Identify eligible equipment for cost-effective replacement, removal or modification as needed and directed.
  - Control and reconcile inventory, accurately pull orders and restock inbound material.
  - Maintain warehouse shrinkage.
  - Ensure that the Material Management System status coincides with the physical warehouse count.
  - Calculate and estimate supplies for maintenance of good housekeeping.

**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- High School Diploma or equivalent.
- Valid California Driver License, **driving record clearance**, access to personal transportation, and proof of auto insurance.
- Ability to operate standard office equipment.
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multicultural community.
- Strong organizational, written and oral communication skills.
- Ability to follow general instructions with minimal supervision.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Self-directing and the ability to work independently as required.
- Familiarity with Microsoft Word and Excel.
- Ability to prioritize assignments and workload appropriately and respond to deadlines effectively.
- Ability to read and understand local street maps.
- Proof of eligibility to work in the United States.
- Physical requirements: ability to lift 50 lbs., seeing to inspect written documents; ability to communicate with KYCC/ FCI staff, affiliates, clients and public; walking or sitting for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- At least 6-months of paid work experience in a fast paced office environment.
- Ability to type a minimum of 35-40 words per minute.

To apply, please submit a **cover letter and resume**.

**SUBMIT AN APPLICATION**