



EMPLOYMENT OPPORTUNITY

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

Unit: Environmental Services/ FCI
Updated: 05/25/2018

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 July 2018 and end December 2018. **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 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. (Preferred).
- 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](#)