



## Mechanical Specialist Job Description

Program Mechanical Specialist for Commercial Efficiency Programs

Location: Raynham, MA

Complete Energy Services, based in Raynham, MA is seeking an Energy Efficiency Mechanical Specialist to work on our energy efficiency programs and projects in the our service territory. They will be part of a team that will identify prospects, perform audits, complete design recommendations, coordinate and manage energy efficiency projects. This position will report to the Raynham office Project Manager in conducting work.

### Position responsibilities may include:

- Conduct energy efficiency audits with regards to mechanical efficiency opportunities
- Tabulate and input audit findings in Complete Energy proprietary CRM database
- Determine qualifying measures and techniques and evaluate successful measure implementation
- Taking mechanical projects from initial customer visit and see them through to completion
- Cultivate effective business relationships and communicate full scope of Complete Energy solutions and services to meet customer energy savings requirements
- Seek internal technical project guidance to ensure achievement of customer satisfaction
- Supporting CES contracts and customer bases
- Timely reporting of weekly activities
- Representing Complete Energy in a professional manner at all times when dealing with customers, suppliers or contractors
- Supporting customers with the highest level of service and respect
- Managing a professional work environment and reputation reflective of Complete Energy's standards
- Adhering to company policies and procedures



## Qualifications to include:

- Ability to communicate energy savings in a simple manner
- Ability to identify customer needs, effectively communicates solution offerings, and position company as top choice provider
- Active participation with professional, and industry associations
- Excellent verbal, written and technical communication skills
- Strong organizational skills with ability to manage multiple priorities and business relationships
- Proficient with Microsoft Office software products
- U.S. Citizenship or U.S. Permanent Resident status as well as a valid Drivers License issued by state of residences and in good standing required
- Required to pass background and drug testing for employment
- May be required to pass security clearance investigation