

TOLEDO-LUCAS COUNTY PORT AUTHORITY

POSITION DESCRIPTION

POSITION: **BUSINESS DEVELOPMENT / PROPERTY ASSESSED CLEAN ENERGY (PACE) PROFESSIONAL**

FLSA CATEGORY: Exempt

DIVISION: Administration: Financing Programs

REPORTS TO: Controller

POSITION(S) DIRECTLY AND/OR INDIRECTLY SUPERVISED: None

POSITION REQUIREMENTS:

1. Completion of the Port Authority's Application for Employment
2. Satisfactory results on background investigation
3. Valid driver license; insurability for the operation of motor vehicles
4. Satisfactory results on pre-employment and post-employment and physical examinations (including urinalysis to determine unlawful use of drugs), and written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction.

QUALIFICATIONS:

1. Certified Energy Manager (CEM) or Professional Engineer (PE)
2. At least two years of experience in business development, public relations, construction management and/or sales
3. Demonstrated ability to analyze and/or perform Energy Conservation Measure (ECM) assessments
4. Ability to perform and certify an ASHRAE Level II audit, a plus

JOB SUMMARY:

1. Identifying and assessing energy susceptibilities of commercial and residential buildings and recommending remedial and prospective energy improvements
2. Conducting inspections of completed energy projects to ascertain compliance with commercial and residential PACE Program requirements

3. Assisting in marketing the Port Authority's PACE Programs and engaging in related business development activities
4. Providing administration oversight and process management of statewide residential PACE Program
5. Providing consultation and best practices assistance to Port Authority facilities and properties

ESSENTIAL FUNCTIONS:

1. Serve as initial point of contact for PACE business opportunities;
2. Assist in marketing the commercial and residential PACE Programs to a broad range of prospective customers and stakeholders, including economic development professionals, developers, contractors, corporations, non-profit organizations, governments, financial institutions, insurance and title companies, and others who might benefit from such Programs;
3. Identify, research and analyze development opportunities within the business and residential communities throughout Ohio;
4. Assess commercial and residential buildings for energy susceptibilities; identify and report to PACE customers feasible improvements to reduce energy consumption;
5. Evaluate individual contractors for PACE projects and verify their qualifications as acceptable for the PACE program;
6. Field inquiries and manage problem resolution for customers;
7. Conduct inspections of completed energy projects to ascertain compliance with PACE Program requirements;
8. Administer PACE Program documentation as needed for customers, legislation, accounting and/or reporting;
9. Collect and organize various energy data sources for auditing and reporting purposes;
10. Provide consultation and best practices assistance to Port Authority facilities and properties;
11. Interface with government officials, attorneys, tenants, stakeholders, business and residential communities, customers, and the public;
12. Travel locally, regionally, and nationally as necessary on Port Authority business; and
13. Support general administrative needs of the Port Authority as requested.

MARGINAL FUNCTIONS:

1. In concert with the Financing Programs and Communications Departments, develop advertising materials, direct mail and website content for the promotion of the Port Authority's financing programs;
2. In concert with the Communications and Finance Programs Departments, organize exposition, trade fair and convention exhibits promoting the financing programs;
3. Generate development proposals and prepare reports to assist with decision-making; and
4. Perform such other duties as may be assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk, hear, and operate a motor vehicle. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl.

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work environment: While performing the duties of this job, the employee is exposed to various office environments. The noise level in the work environment is usually moderate.

Approved by President/CEO

Date

Revised: December 2019