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/Director of Finance

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. At least three years of experience in business development or financial management and analysis
2. Certified Energy Manager (CEM) or Professional Engineer (PE), a plus
3. Demonstrated ability to analyze and/or perform Energy Conservation Measure (ECM) assessments, a plus
4. Ability to perform and certify an American Society of Heating, Refrigerating and Air-Conditioning Engineers (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. Coordinating 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 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 throughout Ohio;

4. Coordinate the assessment of commercial and residential buildings for energy susceptibilities; identify and report to PACE customers feasible improvements to reduce energy consumption;

5. Evaluate vendor and program participants for PACE projects and verify their qualifications as acceptable for the PACE Programs;

6. Field inquiries and manage problem resolution for customers;

7. Coordinate 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, talk, hear, and operate a motor vehicle. The employee is occasionally required to stand, walk, and reach with hands and arms.

Specific vision abilities required by this job include close vision 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: April 2023