

IRWA Energy Efficiency Technician Duties

BASIC FUNCTION:

Conduct on-site energy assessments for rural and small community water and wastewater utility systems; and make recommendations to those systems on how to retrofit the equipment and operate the system in the most energy efficient manner.

IRWA Specific Information:

- Covers the entire State
- Works from Home
- Required to come to the Association office in Taylorville, at least the first working day of the month for Staff Meeting – May come other times for equipment, meetings, other, etc.
- Required to attend annual IRWA's Annual Conference and Northern Conference each year; as well as NRWA's annual In-Service Training Conference and WaterPro Conference each year, and or other meetings as designated by administration

OVERALL SPECIFIC RESPONSIBILITIES (But Not Limited To):

1. Travels extensively throughout Illinois to work with small rural systems in regard to providing energy efficiency assessments/plans
2. Attends the National Rural Water Association annual In-Service training programs and annual technical conference to meet the individual needs of the position and to provide them with skills to transfer their knowledge to the system personnel and the governing body.
3. Energy Efficiency Technicians will obtain certification credentials in energy efficiency assessments/audits.
4. All Energy Efficiency Technicians will be required to maintain a Utility Management Certification (UMC) through the WaterProAcademy.org.
5. Evaluate and understand the electrical energy pricing structure of the electric utilities in the state.
6. Utilize the system specific energy assessment results to assist the utility system in developing a future energy efficiency plan.
7. Educate and assist utility systems in evaluating the different funding options available for equipment improvements.
8. Maintain a working relationship with the State Rural Development (RD) Office. A visit is required at a minimum of once a quarter with a State RD official.
9. Reviews new technical standards set and proposed by public and private organizations.
10. Develops periodic informational articles for dissemination within IRWA.
11. Responds to inquiries from facilities, consumers, governmental agencies, and others regarding technical matters.
12. All Energy Efficiency Technicians are required to take part in the ethics training on an annual basis.
13. Assistance should be provided to rural, unincorporated small municipal systems, and incorporated municipal systems under 10,000 population.
14. Visits a state Rural Development office/official at least quarterly as set out in the Annual Plan of work.
15. Accurately completes and submits all the required reporting, and an annual operating plan in the required time-frame to IRWA and NRWA.

EMPLOYMENT REQUIREMENTS:

1. Multi-year employment required (5 years of experience preferred) in working for, operating, maintaining, or managing a rural/community water and/or wastewater system.
2. A well-rounded technical knowledge of rural and small system needs and methods of meeting those needs.
3. General technical knowledge of operating, maintaining, and managing a rural/community water and/or wastewater system.
4. Basic knowledge of the financial, managerial and operation characteristics of effectively run utility systems.
5. Ability to communicate effectively, orally and in writing, with operations specialists, decision makers, regulatory agencies, Rural Development and other professionals
6. Ability to identify and describe financial, managerial, and operational issues to field personnel and decision makers.
7. Willingness to travel extensively.
8. IRWA will acquire approval of the NRWA Administrator/Program Manager prior to employment.
9. Energy Efficiency Technicians (and all Federally Funded Field Staff) **CANNOT** do contractual operator services “on the side” while working for Illinois Rural Water Association

IRWA Provides the Following Benefits:

1. Competitive Salary
2. Health/Dental/Vision (Each Staff Member Contributes \$100/Month as Cost Offset)
 - a. IRWA Pays 100% of Employees' Premium
 - b. IRWA Pays 2/3 of Dependents' Premium
 - c. Maximum Deductible Paid is \$1000/Year per Employee or first \$2,000 per family/Yr. then HRA pays the balance of Deductible
3. LTD Insurance & Life Ins. (Employee Pays Premium)
4. 401K - Employer Funded at 7% based on Salary, not of Salary (Employee can contribute as well)
5. Vehicle Provided by IRWA
6. IRWA Credit Card Provided for Business Related Expenses
7. Per Diem Paid for Overnight Stays (Anything Over 12 Hours Out)
8. Cell Phone (Smart Phone – If Needed)
9. Cellular and GPS Enabled Tablet Provided for Logs
10. Laptop Computer
11. \$25/Month Allowance for Internet Service
12. Paid Holidays:
 - a. New Year's Day
 - b. President's Day
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Veteran's Day
 - g. Thanksgiving Day
 - h. Day After Thanksgiving
 - i. Christmas Eve
 - j. Christmas Day
 - k. Floating Holiday
13. Paid Vacation (May be Negotiable)
 - a. 1 Week After 6 Months
 - b. 2 Weeks After 1 Year
 - c. 3 Weeks After 5 Years
 - d. 4 Weeks After 15 years
14. Paid Sick Leave (1 day/month - accruable to 120 days – Not Paid to employee at retirement or departure from IRWA)
15. Flexible Work Hours (Approval Required)
16. Christmas Bonus (Based on Years Worked for IRWA)