

HVAC OPERATIONS SPECIALIST

We are seeking a **HVAC Operations Specialist** to join our growing team. The **HVAC Operations Specialist** will report directly to our **General Manager** and work closely with our Sales and Project Delivery teams.

The **HVAC Operations Specialist** position is designed to be our leading expert in all HVAC energy efficient related projects. This can be a physically demanding position as the Specialist may need to be on their feet for more than 8 hours a day, using hands to fingers, reaching arms above shoulder level, climb and balance, crawl, kneel and crouch as necessary, and must be able to regularly lift and/or carry up to 25 - 50 pounds of related materials. Given the nature of the work, the HVAC Specialist must be comfortable working in all kinds of weather conditions and think about safety measures necessary throughout the project lifecycle. We also plan to hire HVAC technicians who will ultimately report to this manager. Managing the performance and daily tasks of these technicians will need to be the successful candidate's responsibility.

We typically have several projects of all sizes running parallel to each other every week. Since our projects are in all stages of the project lifecycle, the **HVAC Specialist** needs to be highly organized with high attention to detail, follow through skills, with a customer service approach.

Responsibilities:

- Conduct detailed HVAC evaluations and energy audits
- Quantify energy consumption to establish base line for energy use, then identify needs and prioritize energy saving practices and measures
- Prepare audit reports containing energy analysis results and recommendations for energy cost savings for both single family and multi-family properties.
- Collect and analyze field data related to energy usage and heat loss calculations.
- Recommend HVAC equipment selection and review contractor submittals
- Support project development efforts
- Coordinate with contractors for pricing and installation approach
- Inspect or evaluate buildings, mechanical systems, electrical systems, or process systems to determine the energy consumption of each system
- Educate customers on energy efficiency or answer questions on topics such as the costs of running household appliances and selection of energy efficient appliances
- Identify potential energy conservation measures, saving potential and recommend energy efficient technologies or alternate energy sources
- Create detail scope of work and design for home performance improvements and HVAC replacement including plans detailing equipment location and runs
- Support project management guiding installation and leading quality control of HVAC installations
- Manage on staff HVAC technicians (future)

Minimum Qualifications:

- Experience in HVAC sales required
- Experience conducting home energy audits and BPI Certified
- Experience in Manual J & Manual D Load calculations
- Knowledge of airflow dynamics, duct sizing & design, and duct sealing
- Capable of performing attic & confined space inspections for 30+ minutes
- Knowledge of gas and electric furnaces, air conditioning, and heat pumps
- Excellent customer service & communication skills required
- Ability to work independently
- Must possess a valid driver's license & be insurable by the company's insurance carrier
- Must be able to pass background check and drug test screening, etc.
- Experience with Microsoft Word, Excel, and Outlook required

Compensation:

- Competitive salary to match experience
- Health insurance
- Dental insurance
- Vision
- Retirement matching plan
- Bonus potential

To Apply:

- **Please submit your resume** at <https://paradigm-esco.com/job/hvac-specialist/>
- **Cover letters are welcomed too!**
- **Take our behavioral assessment** – it's only 2 questions.
Link to the assessment: <https://assessment.predictiveindex.com/bo/c7Y/PESCO1>
or scan the QR code to the right.





Paradigm Energy Services (www.paradigm-esco.com) is an **Energy Services Company** providing energy efficiency and renewable energy solutions in the Mass Save Efficiency programs. We focus on reducing energy costs and improving the energy infrastructure in low-income communities. We develop, design, build, and finance solutions to utilities, agencies and building owners in affordable housing. Our commonsense approach, born out of the commercial construction industry, improves our client's bottom line while delivering a premium project experience.

Our Culture:

We have a **culture of accountability**, to both professional goals and personal development.

We deliver a premium experience to all project stakeholders by staying committed to the simple belief that **everyone deserves to be treated with dignity and experience an improving quality of life**. We realize our belief by incorporating **6 core values** into our culture and the daily execution of our business. They are:

1. Treat everyone with dignity
2. Take the time to do it right
3. Be impeccable with your word
4. Always do your best
5. Don't make assumptions
6. Don't take things personally

There is a high probability you have never worked at a place like this.