
Energy & Sustainability Consultant I

Company Overview

Overlay Consulting (www.overlayconsulting.com) is a full-service energy management group that specializes in providing energy efficiency and sustainability services. Whether in the private sector, a utility, or a government agency, we help our clients achieve their energy efficiency goals. Our team combines the business discipline of management consulting with the technical expertise of a robust engineering firm. We specialize in providing three key service areas:

- Energy Management,
- Incentive Program Design & Implementation, and
- Sustainability

Our multidisciplinary team of Professional Engineers, Certified Energy Managers (CEM), Certified Energy Procurement Professional (CEP), Incentive Program Experts, and professionals accredited in Leadership in Energy and Environmental Design (LEED®) offer leading energy efficiency services to support the technical and programmatic needs of our clients.

Overlay Consulting is a privately held company searching for employees who seek challenging/exciting work with an ambition for significant career growth.

To learn more about our company please visit: www.overlayconsulting.com

Responsibilities:

Overlay Consulting is currently seeking an Energy & Sustainability Consultant I to join our Energy & Sustainability Building Benchmarking Department in Denver, Colorado. As an Energy & Sustainability Consultant I, you will help staff a number of our energy benchmarking Help Centers that service a number of city, state, and counties across the county. The Help Centers focus on assisting building owners and managers comply with various government mandated energy and water benchmarking programs.

This role is primarily administrative, with the majority of time spent on the phone and email. Key responsibilities are as follows:

- Reporting to the Project Manager II, assist in the running of several Help Centers for various government mandated energy programs across the country
 - Provide phone, email and virtual support to building owners and managers who are tasked with complying with various government mandated energy programs
 - Guide building owners and managers through technology trouble shooting and resolutions
 - Support buildings owners in completing Energy Star Portfolio Manager reporting
 - Support other Benchmarking Department personnel with additional responsibilities as needed
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Qualifications/Competencies/Experience:

- Undergraduate degree in related field of study or equivalent experience
- Experience using Microsoft Tools – Word, Excel, and Outlook
- Clear, effective verbal and written communication skills including the ability to actively listen, problem solve, and communicate effectively
- Ability to learn and understand robust CRM tools
- Comfortable exercising judgment and using analytical skills in ambiguous situations
- Outstanding attention to detail combined with the ability to see the big picture
- Interest in energy efficiency, sustainability, or environmental policy
- One (1) year related customer service or help center experience (strong preferred)
- Experience using Energy Star Portfolio Manager (strongly preferred)

Compensation:

\$40,000 - \$45,000

Compensation is dependent on experience but includes competitive pay, flexible work schedules, generous vacation days as well as a matching 401k package.

COVID-19 Considerations:

All staff are required to have received a COVID-19 vaccination to be in the office. The office follows CDC guidelines with respect to mask wearing, testing and quarantine protocols.

Resume Responses:

To be considered for this position, please submit your resume response to careers@overlayconsulting.com.