



JOB POSTING

Job Title: DER Coordinator

Location: Kaufman

Posting Dates: 5/07/2024 until filled

Summary

The Distributed Energy Resource Program Coordinator (“Program Coordinator”) plays a crucial role in assisting the development and operations of the distributed energy resource (DER) initiatives and programs of TVEC. This role supports the Energy Management Team in developing, operating, and evaluating DER-related programs and processes. It also provides consultation and customer service to residential and commercial members on DER-related programs.

The Program Coordinator must possess strong problem-solving, analysis, and program design and implementation skills to deliver program and organizational goals successfully. Further, the Program Coordinator should possess strong interpersonal and leadership skills to create and cultivate internal and external working networks to accomplish goals. This position requires a service and results-oriented mentality to establish priorities, effectively manage workload, and collaborate closely with several cooperative departments, including Electric Engineering, Electric Operations, Legal, Billing, Accounting, Communications, and our members to drive the growth and success of DER initiatives.

Responsibilities and Authorities. Within the limits of approved board policies, operating guides, and procedures, assumes responsibility and has commensurate authority for the following activities:

DER Tasks:

- Design, develop, implement, and evaluate programs and processes that support DER adoption by customers, interconnection, and integration of DER into the TVEC electric grid.
- Conduct market research and analysis to understand customer needs and emerging trends in DER.
- Research DER policies, best practices, and legislation to recommend programs and process improvement.
- In coordination with key departments, prepare studies, reports, proposals, presentations, and marketing or other written materials for DER-related projects, products, and services to inform members, TVEC leadership, and other stakeholders.
- Coordinate and manage educational or outreach events, small projects, contracts, marketing, and online literature content to support DER programs.
- Prepare grant applications to obtain funding for programs.
- Review permit or plan revisions with project engineers and contractors.
- Streamline and improve internal operational workflows or processes, identifying areas for optimization and implementing best practices.
- Assist the Energy Management team with workflow and administrative duties.
- Maintain documentation, track project progress, and prepare regular reports on operational metrics and key performance indicators (KPIs).

Other duties:

- Work with members to resolve high KWH usage complaints.
- Research billing histories and consult with members on billing inquiries for both residential and commercial accounts.
- Assist with the Cooperative annual membership meeting.
- Assist in promotion, marketing, and research of cooperative concerns.
- Follow personnel and safety policies, procedures, and regulations.
- Regular and predictable attendance is an essential function of this position, with or without reasonable accommodation.
- Perform any other duties as assigned by the Energy Management Supervisor, Director of Corporate Relations, Asst. GM/COO and the General Manager/CEO

Education

A bachelor's degree in an energy-related field is preferred. Work experience can substitute for formal educational requirements

Experience

Proven record of developing and maintaining customer-facing programs and vast knowledge of Residential/Commercial solar and battery installations.

Job Knowledge

Must have full knowledge of the cooperative's programs, processes, and service territory.

Abilities

Must be a highly motivated self-starter who exhibits a high level of initiative and creativity. Must have proficient leadership skills and decision-making skills to deal with various people under normal and difficult circumstances effectively. Must have strong written/verbal communication skills. Strong interpersonal skills, the ability to effectively handle competing priorities, complete them on time and work independently as required. Must be able to prepare oral and written presentations of complex materials. Computer skills are a must. Excel, Word, Internet Explorer, Microsoft Outlook, and ten-key are required. Must be able to communicate with individuals and groups. Must be able to read, write, and do arithmetic. Must be able to carry out various activities, which require high accuracy and attention to detail. Must be able to organize work to meet deadlines. Must be able to maintain corporate confidential information. Must possess a valid Texas driver's license. If required to drive, must have a valid driver's license and remain insurable by the Cooperatives automobile insurance carrier.

Working Conditions

This position will work in a general office environment, except when events dictate, such as public demonstrations or speaking events. The employee must be able to work evenings and weekends and work outside the regular schedule to maintain operations as required. Driving within the service territory and occasionally out of the service area.

Physical Requirements

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

The employee may be required to:

- to stand; reach with hands and arms; stoop and kneel
- to sit or stand for long periods
- to lift, carry, push, pull, or move up to 50 pounds or more
- to climb in and out of attic spaces
- to travel
- to infrequently be exposed to outside weather conditions, including wet or humid conditions
- to frequently be exposed to warm, hot, or cold conditions in enclosed spaces such as attics
- to work over 40 hours a week on occasion
- to experience a low to the moderate noise level in the work environment
- to use office equipment such as copier, computer, and printer
- to be exposed to dust and dirt
- to be exposed to electrical and mechanical hazards

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This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, obligations, and activities may change at any time, with or without notice.

Due to the nature of an electric utility, all employees are subject to work extended hours, holidays, nights, and weekends with or without notice.

How to Apply

- ❖ Internal candidates are to notify the Human Resources Department of their interest.
- ❖ External candidates may apply at any TVEC office, www.tvec.net, submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

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fax: 469-376-2241