

Bevilacqua-Knight, Inc.
Assistant Technical Program Manager
Los Angeles, CA
Full Time

About the Organization

Bevilacqua-Knight, Inc., (BK_i) is a leading energy consulting firm that focuses on fostering energy efficiency and environmental gains in buildings, power supply, and vehicles. BK_i specializes in designing and implementing community-scale building upgrade programs and policies for government and utilities. The firm has a strong background in governmental policy development and management of programs to move new technical practices and technologies from R&D into practical commercial use. Founded in 1980, the firm continues to expand its teams by attracting and bringing on board dedicated, talented people with a passion for making a difference. BK_i's engaging work atmosphere is casual, collegial, focused, and active.

Assistant Technical Program Manager

BK_i seeks a committed, responsible, and enthusiastic Assistant Technical Program Manager to support the implementation of building energy upgrade programs in Southern California. The Assistant Technical Program Manager will provide an advanced level of support to the Program Manager of BK_i's comprehensive building retrofit programs. This position will analyze energy efficiency models, such as EnergyPro, to ensure they correctly represent calculated energy savings and align with BK_i's scope of work for specific projects.

As part of BK_i's new and growing Los Angeles office, the successful candidate will be comfortable managing a wide variety of tasks and providing assistance to BK_i's field teams as needed. This position will report to the Program Manager.

Primary Duties and Responsibilities

The Assistant Technical Program Manager will perform the following and other duties as assigned to support BK_i's comprehensive building retrofit programs:

- Establish and maintain quality assurance procedures, protocols, and controls.
- Establish and maintain measurement and verification procedures, protocols, and controls.
- Ensure that the performance and quality of building energy efficiency upgrades conform to established County of Los Angeles, state, and local regulatory standards.
- Lead implementation of historic preservation evaluation procedures.
- Formulate and maintain quality control objectives and implement objectives within program policies and procedures.
- Work with contractors to ensure compliance with quality control objectives.
- Actively work with clients, stakeholders, partners, and the public to further program goals.
- Participate in the organization and delivery of residential and non-residential energy efficiency retrofit activities.
- Support the development of proposals and grant applications.

Qualifications

The successful candidate will have the following minimum qualifications:

- 2+ years of professional experience serving in a support role for a technical program, project, or organization
- Bachelor's degree in engineering or a related field
- 2+ years of experience in a regulated industry (preferably energy efficiency)
- Experience with California Title 24 and energy efficiency codes and standards
- Knowledge of residential home performance technologies strongly preferred
- Thorough understanding of business and regulatory decision-making processes
- Good judgment skills in selecting appropriate methods and techniques for obtaining solutions to identified problems
- Proven success as a member of a highly effective project or program management team
- Proven ability to communicate effectively at all organizational levels in a professional, ethical, and nonpartisan manner
- Strong organizational and strategic-thinking skills
- Experience working with stakeholders and clients from the public and private sectors, and with the general public
- Strong writing and interpersonal communication skills
- A friendly, outgoing nature and an eagerness to serve clients, partners, and the public interest
- Proficiency in Microsoft Word, Excel, and PowerPoint, as well as Windows operating systems
- Experience with Access (or other database systems) and MS Project preferred

Compensation and Benefits

BKi offers an excellent benefits package and a competitive salary that is commensurate with experience. This position will be located at BKi's offices in downtown Los Angeles, CA, across the street from the Pershing Square Metro station.

To Apply

To be considered for this position, interested candidates must follow the link below to submit a resume, cover letter, and salary requirements. CEA Recruiting is assisting BKi with this search. Please direct all applications and inquiries to CEA Recruiting. This position will remain open until filled.

http://www.ceiconsulting.com/what/position_details.aspx?client=CEA&jobId=166

BKi is an equal opportunity employer.

CEA Recruiting works with leading environmental nonprofits, foundations, and businesses to recruit top talent and design effective organizational staffing strategies. For more information, visit www.cearecruiting.com.