

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** Sustainability Educator, City of Red Lodge, Red Lodge, MT

**Title:** Energy Corps Member

**Reports to:** William R. Foisy, City Council Member

**Term of service:** September 16, 2015-August 15, 2016

**Anticipated service schedule:** 1700 hours over the course of service term. Roughly 40 Hours per week. Occasional evening/weekend hours may be necessary.

**Position Summary:** The City of Red Lodge believes there is a need to reduce energy costs for City buildings, as well as improving the recycling operations in the community. The Red Lodge Energy Corps member will engage in several projects for the City of Red Lodge that fall under the 2013 Red Lodge Growth Policy under the Climate Protection section and under the Infrastructure and City Services goals of demonstrating a commitment to environmental protection and sustainability. The member will focus on three main projects; Solar (PV) potential for city buildings, LED Lighting for City Streets, and expanded recycling activities. In addition, the member will look into LED lighting options for city building operations as well as the feasibility of an electric vehicle charging station to be located in Red Lodge.

### Specific Position Responsibilities:

- Solar Arrays for City Buildings (primary activity)  
Goal: To potentially reduce energy costs for City buildings
  - Research historic electricity costs for City facilities
  - Inventory available rooftop space for solar PV systems and estimate total power production capacity of different PV systems
  - Provide support to engineers and architects as the appropriate PV system is selected and structural analysis is conducted
  - Conduct cost benefit analysis for PV system and assist in identifying financing mechanisms, including tax incentives to offset the cost of the project
  - Recommend modifications to the City code for the design of future city buildings in order to make roofs solar ready
- LED Lighting for City streets (primary activity)  
Goal: To potentially save energy and reduce costs to the City, reduce direct and reflecting light to the sky and improve nighttime visibility and safety
  - Update inventory of city streetlights and create map; rate, watts, type of pole, type of lights, location, etc.
  - Calculate costs for various types of LED street light fixtures
  - Investigate alternative electric lighting service delivery options, including the downtown area, and potential removal of selected lighting in residential neighborhoods
- Expansion of community recycling operations (primary activity)  
Goal: To increase the awareness of the importance to recycle household goods, including electronics, and to increase revenues by expanding the City's recycling activities
  - Document existing recycling activities for the City conducted at Beartooth Industries; types of materials, amounts, income generated and facility equipment and overall structure
  - Develop a community education and logistics program with goals to expand geographic coverage, amount of material recycled and types of material recycled. Include a school-based component.

- Determine logistics of providing year-round electronics waste recycling at Beartooth Industries in cooperation with REWIND (Recycle Electronic Waste Into New Devices)
- Research certified electronic waste recyclers and develop process for pick up and disposal of electronic waste
- Determine feasibility of recycling expansion in City parks and downtown area
- LED Retrofit for City building operations (secondary activity)  
Goal: To potentially reduce energy costs for City buildings
  - Conduct inventory of City owned light fixtures in all buildings
  - Calculate energy savings for LED fixtures
  - Calculate maintenance costs and savings for LED fixtures
  - Identify financing mechanisms to offset project costs
- Establishment of Electric Vehicle Charging Station (secondary activity)  
Goal: To create an electric vehicle charging station in the Red Lodge area in order to attract electric motor vehicle travelers
  - Research electric vehicle charging station systems and options for obtaining free charging equipment
  - Document installation costs including hardscape alterations, conduit to wall connectors, core drilling and trenching and labor
  - Outline criteria for a successful site and recommend the location of two potential sites
  - Coordinate installation if schedule allows

**Minimum Requirements:**

- Must be over 18 with a high school diploma or GED; a College Degree in Environmental Science, Sustainability, or Resource Conservation is strongly preferred
- Relevant work or volunteer experience in Solar (PV), LED technology, and recycling operations is preferred
- Sincere and demonstrated interest in environmental sustainability and energy conservation
- Skilled public speaker and presenter
- Proficiency with word processing, graphics, and strong spreadsheet or database capabilities are required
- Geographic Information Software (GIS) expertise would be beneficial to this position
- Attention to detail and responsible work habits as well as strong organizational and communication skills
- Ability to establish and cultivate relationships with city officials and potential partners
- Ability to thrive in a multiple-task environment
- Ability to relate to people from diverse backgrounds, ranging from public officials to neighborhood residents
- Ability to balance supervisor direction with being a self-starter
- Must have a valid driver's license and personal vehicle, mileage reimbursement will be provided for any work-related travel
- Member will NOT have recurring access to vulnerable populations

**Benefits:** This Energy Corps position will receive the following benefits:

- Opportunity to make a difference in a community
- Green job training and professional development
- Living allowance of \$12,100 over term of service
- An AmeriCorps Education Award (\$5,730) upon successful completion of service
- Health benefits and child care assistance if qualified

**APPLICATION PROCESS:** Applications will be accepted through August 16, 2015 or until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must submit an Energy Corps application form. The application form may be downloaded at [www.energycorps.ncat.org/pdf\\_positions/energycorps\\_app\\_0614.pdf](http://www.energycorps.ncat.org/pdf_positions/energycorps_app_0614.pdf) or requested from Jerrid Burk,

NCAT Human Resource Specialist. Incomplete applications will not be considered. The completed application form can be emailed to [jerridb@ncat.org](mailto:jerridb@ncat.org) or sent to:

Jerrid Burk  
NCAT Human Resource Specialist  
P.O. Box 3838  
Butte, MT 59702

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at [www.ncat.org](http://www.ncat.org). It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veteran status, disability, sexual orientation, or political affiliation.