

Job Opening

Position: Energy & Member Services Specialist

Position Summary

Santee Electric Cooperative is seeking a motivated and knowledgeable Energy Advisor to support our members in understanding and managing their energy usage. This role is instrumental in helping members improve energy efficiency, reduce costs, and enhance comfort through education, energy audits, and cooperative programs. The ideal candidate is a strong communicator who can simplify complex energy concepts, build meaningful relationships, and provide practical, solution-oriented guidance.

Minimum Requirements (Required to Apply)

- High school diploma or equivalent
- Strong and effective communication skills with the ability to clearly explain energy usage, billing, and efficiency concepts in a way members can easily understand
- Demonstrated ability to build and maintain positive relationships with members, contractors, and internal staff
- Strong analytical and problem-solving skills with the ability to interpret electric usage data and identify trends
- Proficiency in Microsoft Office
- Strong organizational and recordkeeping skills with attention to detail
- Ability to handle member concerns with professionalism, sound judgment, and a solution-oriented approach

Preferred Qualifications (Nice to Have)

- Associate degree in a related technical field
- Additional training or coursework in energy management, HVAC, building science, or a related area
- Knowledge of residential and small commercial energy efficiency practices
- Working knowledge of HVAC systems, building performance, and basic construction concepts
- Experience with energy auditing, HVAC systems, building performance, or energy efficiency programs
- Familiarity with energy audit or data analysis tools
- Certifications such as Building Performance Institute (BPI), RESNET / HERS Rater, or Energy Auditor Certification

Duties and Responsibilities

- Conduct residential and small commercial energy audits
- Assist members with high bill concerns by analyzing usage and recommending solutions
- Support energy efficiency programs and the Help My House (HMH) program
- Provide recommendations on HVAC, insulation, and energy-efficient upgrades
- Educate members on energy-saving practices and emerging technologies
- Perform inspections and ensure program compliance
- Oversees meter tampering enforcement and related legal support, while coordinating meter testing and communicating results with members and internal teams.
- Deliver presentations and support community outreach efforts
- Collaborate with contractors and internal teams

Physical Requirements

This position involves both office and field work, including walking, bending, and occasional climbing (attics/crawl spaces). Must be able to lift up to 25 pounds and work in varying environmental conditions.

How to Apply

Please email careers@santee.org to request an application. Deadline for applications in 5/16/2026.

Minimum: 34.88/hr.

EOE

M/F/V/D

Posted: 4/16/2026