CITY OF AMES
invites applications for the position of:
Smart Energy Programs Intern

An Equal Opportunity Employer

SALARY: $12.00 Hourly

OPENING DATE: 01/06/21

CLOSING DATE: 01/25/21 05:00 PM

GENERAL INFORMATION:

The City of Ames Electric Services Department is seeking a qualified candidate interested in the opportunity to provide assistance with sustainability services over the summer. Candidates interested in this opportunity can expect to work 20-30 hours per week. The position requires a commitment of at least 20 hours per week with the possibility of some Saturday work. Start date is ASAP.

This position assists Ames businesses taking part in the Smart Business sustainability challenge and offers assistance directly to the City of Ames Electric Services Department and electric services customers related to energy rebates and energy efficiency projects and initiatives. The intern will act as a liaison and resource for businesses participating in the Challenge. The Smart Business Challenge offers Ames businesses recognition for their commitment to and accomplishment in multiple sustainability operational areas (including but not limited to energy efficiency, water conservation, waste diversion, and transportation). This position will take on various responsibilities to support participants in collecting data, completing paperwork, researching advanced sustainability opportunities, identifying resources, and connecting with other Challenge participants. In addition, this position will also offer assistance directly to the City of Ames Electric Services Department related to energy rebates and energy efficiency projects and initiatives.

Interns are directly accountable to the City of Ames Energy Services Coordinator and Iowa State University’s Sustainability Coordinator. Interns will be housed in the Electric Services Offices, 502 Carroll Avenue. The position requires a commitment of 20 hours per week and must be flexible to work some nights and weekends. Position length is for one year. Length of internship and start date are negotiable.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Position Responsibilities:
-Organize and facilitate Smart Business Challenge meetings
-Assist with Challenge participant energy audits, follow-up goals and action plans
-Correspond with Challenge participants through letters, emails, and phone conversations
-Create and maintain Challenge participant files and spreadsheets to track correspondence, resources, and deadlines
-Respond to Challenge participant requests for information and resources
-Assist with the City of Ames Smart Energy rebate claim form intake and processing.
-Complete City of Ames Electric Services’ air conditioner load control switch inspections.
-Generate various reports and maintaining spreadsheets related to City of Ames Electric -Services projects and utility tracking.
-Assist with receptionist duties when needed - answer and forward phone calls, greet customers and visitors, connect residents to information and resources.
City of Ames employees are expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

**QUALIFICATIONS:**

Required:
- Must be enrolled as a student at Iowa State University.
- Must have experience in project management in a team setting and working with groups as well as one-on-one is required.
- Must be customer service oriented and have experience communicating and interacting with customers.
- Must be a team player and be flexible in terms of offering assistance to other projects and interns when necessary.

Preferred:
- Experience and knowledge working with data and spreadsheets.
- Experience working with energy rebates or energy efficiency projects and initiatives.
- Experience working with Smart Energy Programs or Smart Business Challenge.

Preference may be given to applicants possessing qualifications above the minimum.

**SUPPLEMENTAL INFORMATION:**

**Physical & Environmental Characteristics:**

Required Physical Activities: Standing, walking, lifting, fingering, grasping, talking, and hearing.

Physical Characteristics of Work: Sedentary work requiring exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing is required only occasionally and all other sedentary criteria are met.

Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

Environmental Conditions: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

**Selection Process:**

The selection process consists of an evaluation of education and experience, interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA)
and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: http://www.uscis.gov.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

APPLICATIONS MUST BE FILED ONLINE AT:
http://www.cityofames.org/jobs

OUR OFFICE IS LOCATED AT:
515 Clark Ave
Ames, IA 50010
515-239-5199
hr@cityofames.org

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Smart Energy Programs Intern Supplemental Questionnaire

* 1. Please describe your experience with project management in a team setting and working with groups as well as one-on-one.

* 2. Please describe your experience with customer service.

* 3. Please describe your experience working on a team.

* 4. Please describe your experience and knowledge working with data and spreadsheets.

* 5. Please describe any experience you have working with energy rebates, energy efficiency projects and initiatives, Smart Energy Programs or Smart Business Challenge, if applicable.

* 6. Please describe your interest in sustainability and energy efficiency.

* Required Question