



Technical Assistance Project Manager - Vacancy Announcement

Technology Transition Corporation (TTC) offers a full-time position to an energetic and self-motivated career professional that is committed to promoting clean energy technologies through the development of applicable standards, building specifications, and sustainable building practices for renewable heating and cooling technologies.

TTC provides advocacy, consulting, and management services to the renewable and clean energy industries. Since 1986, we have partnered with companies and built coalitions to advance the development of energy technologies. Our clients include Fortune 100 corporations, start-ups, leading universities, and government agencies. We start up and manage non-profit industry associations—such as the Biomass Thermal Energy Council (BTEC)—and for-profit ventures in energy-related areas like biomass thermal energy, biogas, hydrogen and fuel cells, environmental engineering, electric power operations, and energy conference/event planning.

We are searching for the right candidate to fill a Project Manager-level position focused on providing technical assistance for manufacturers of wood-fueled heating and CHP equipment, existing and potential commercial end-users, and organizations that administer standards for heating and cooling technologies. The candidate will primarily work with BTEC staff, BTEC members, the BTEC Board of Directors, and federal government agencies to elevate this sector's visibility within the clean energy industry and "mainstream" the technology with traditional engineering organizations, standards organizations, and regulatory agencies. As such, this position offers a challenging and real-time set of responsibilities that require strong technical understanding of biomass combustion and HVAC systems, interpersonal skills, initiative, and the ability to multitask.

The candidate may be asked to support other renewable energy business of TTC, which may require a broader skill set in other energy fields, including economic analysis, regulatory practices and product integration into new markets.

RESPONSIBILITIES:

This position maintains a close working relationship with BTEC's Executive Director, BTEC committee chairs, and TTC management. Responsibilities for this position are multi-dimensional. The candidate should have the ability to interact with client association members on matters that are technical in nature. Specifically, the candidate will lead client activities focused on biomass combustion standards, performance, and emissions, with frequent interaction with the BTEC Board, relevant committees, and federal agencies such as the U.S. Department of Energy, U.S. Department of Agriculture, and Environmental Protection Agency. The position also serves as the primary point of contact for special projects of a technical nature (as they arise).

Specific responsibilities include, but are not limited to:

- Represent BTEC to the American Society of Heating, Refrigeration, and Air-conditioning Engineers

(ASHRAE) during annual and more frequent meetings, including participation in existing standards codes (i.e. 90.1, 189.1) and support of a new Biomass Energy Technical Committee.

- Serve as BTEC liaison to the U.S. Department of Energy's Better Buildings Alliance and its Technology Solutions Teams to recognize and expand the use of biomass heating systems in commercial class buildings.
- Create and disseminate educational resources and lead tutorials in the high performance building community and to biomass equipment manufacturers on the use of advanced biomass thermal systems in sustainable building certification programs.
- Support the work of the BTEC Technical and Regulatory Affairs Committee, pursuing supplementary activities to mainstream wood energy and wood fuels with.
- Manage deadlines, work groups, and budgets for special projects.
- Respond to BTEC member and industry requests for assistance with technical and regulatory issues.
- Assist TTC management in work appropriate for the candidate's skill set and experience in areas that may include biogas and anaerobic digestion, renewable energy credit markets, and hydrogen and fuel cells.

ARE WE LOOKING FOR YOU?

This position is open to career professionals with at least 2 years of experience in technical analysis and project management and a college degree in Engineering, Science, or Energy Management. Experience in alternative/renewable energy project management is preferred, as well as those candidates who hold Professional Engineer (P.E.) credentials.

This full-time position provides an excellent opportunity for individuals with a technical background and a strong interest in clean/renewable energy to grow into an industry resource for the bioenergy sector. Successful candidates must have a desire to develop professionally through continuing education events, trainings, and seminars.

*TTC reserves the right to share your application with partners and all program managers.

ATTRIBUTES:

Qualified candidates should have the following attributes for this position:

- **Technical Aptitude** – Strong foundational knowledge of wood fuel combustion, HVAC systems, CHP technologies, and the integration of renewables in the built environment.
- **Professional Society Involvement** – Active participant in or familiarity with ASHRAE, Association of Energy Engineers (AEE), or other professional societies relevant to the candidate's experience, and processes they use for their technical work.
- **Communications** – Exceptional verbal and written skills are required. The individual should be able to speak and write clearly about biomass energy to laypeople and experts alike and have the ability to represent BTEC at Board meetings, industry conferences, and during standards organizations' functions.
- **Interpersonal skills** – Exceptional interpersonal skills are needed to work well in teams, to forge new working relationships, and promote confidence in existing ones.
- **Excellent organization** – The ability to strive to achieve clients' long-term goals while making sure daily details are met by support staff.
- **Knowledge of the Industry** – Knowledge of renewable energy and biomass, is strongly preferred.

ARE YOU LOOKING FOR US?

This is an excellent way to work with the leaders in this industry and actively engage in the transition to a clean energy economy.

TTC is a small company of 8 full-time employees with broad interests and backgrounds, bounded together by our passion for a carbon/pollution-free energy economy and cleaner environment. This position offers significant work-related experience and networking contacts to apply towards one's professional portfolio.

Our office is located in DC's Golden Triangle Business District between Dupont Circle and Farragut Square. We have convenient access to three nearby Metro Stations servicing the Red, Blue, Orange and Silver lines.

COMPENSATION AND BENEFITS:

TTC will provide a salary of \$50,000yr. plus benefits. Among notable benefits, employees receive paid vacation and sick leave, employer-paid insurance plans for health, life and long-term disability, and optional dental insurance, 401(k) retirement plan, and SmartBenefits[®] payroll deduction for public transportation.

HOURS:

TTC is open Monday – Friday from 8:30 am – 5:30 pm, however, this position may require work and travel outside of normal business hours.

HOW TO APPLY:

Send cover letter, resume, technical writing sample, and completed form below in PDF format by October 19, 2014 to the attention of Brian Schorr, Director of Operations.

Technology Transition Corporation Application for Position

Date of Application:		Starting Dates Available to Work:	
Referral Source:			
Full Name:			
Permanent Address:			
Current Address:			
Telephone:		Email Address:	
Emergency Contact:		Emergency Phone:	

<i>Please answer the following questions:</i>	YES	NO
(If no, please explain)		
Have you ever been employed here before?		
(If yes, give dates and position)		
Are you legally eligible for employment in this country?		
Will you travel if the position requires it?		
Are you able to meet the attendance requirements of this position?		
Have you ever been bonded?		
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?		
(If yes, please provide dates and details.)		

Please describe your **educational background** here:

Summarize any special training, skills, licenses and/or certificates:

List special accomplishments, publications, awards, etc.:

Are you able to meet the attendance requirement for this position (40 hrs./week)?

Provide any additional information you would like us to consider:

Please read and acknowledge understanding of the following **Applicant Statement**.

- I certify that all information I have provided in this application is true, complete and correct.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from service whenever it is discovered.
- I expressly authorize Technology Transition Corporation, without reservation, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application.
- I understand that Technology Transition Corporation does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.
(Signature on printed form, or submission of form via e-mail constitutes certification.)

Signature of Applicant _____ Date _____

E-Mail completed form and any attachments to: careers@ttcorp.com

Or mail form and other documents to:

Technology Transition Corporation
Attn: Brian Schorr, Director of Operations
1211 Connecticut Avenue, NW
Suite 600
Washington, DC 20036