

Energy Navigator

Requisition Number: S02235P

Position Category: Staff

Hours Per Week: 40

Months Per Year: 12

Alternate Work Schedule:

Pay Grade: N27

Salary:

FLSA: Non-Exempt

Job Summary/Basic Function:

The Energy Navigator serves as a technical and strategic resource for Utah residents and small business owners seeking to reduce greenhouse gas emissions through efficiency, clean energy, electrification, and water conservation upgrades. A key team member of the Weber State Sustainable Living (WSSL) initiative, this position delivers one-on-one coaching and educational support, with a focus on offering practical advice to empower community members to identify financing, rebates and incentives, and to implement clean energy and water conservation upgrades. The navigator will be a clean energy champion, working towards delivering on the Beehive Emissions Reduction Plan (BERP) deliverables, as well as assisting Weber State reach its goal to help the region strive for carbon neutrality by 2050.

We are seeking a candidate with a well-rounded understanding of one or more of the following: building systems, renewable energy, construction management, and efficiency technologies, as well as a passion for advancing clean energy, and the interpersonal and communication skills necessary to build community trust. The Energy Navigator will also contribute to grant reporting, provide training for fellow staff, and represent WSSL on technical working groups.

The duties of this position include the following:

Technical Assistance & Coaching (45%)

- Conduct public presentations, one-on-one consultations (in person, phone, and virtual), and tours of the SPARC Home for Sustainable Living.
- Provide tailored energy and climate coaching to households and small businesses to support clean energy upgrades and water conservation actions.

- Emphasize practical, midrange to major climate pollution reduction solutions such as: heat pumps, rooftop solar, home electrification, EVs, e-bikes and electrified mobility, and energy efficiency upgrades (e.g., weatherization),
- Help clients from all income ranges understand and be aware of important elements of contractor relationships, permitting, local codes, and financing and incentive options.
- Make special efforts to work with low-income and disadvantage community (LIDAC) members

Program Development & Delivery (40%)

- Research and maintain up-to-date listings of rebates, tax credits, and incentive programs.
- Provide WSSL team with technical content to help create educational materials, including fact sheets, online guides, and printed resources, with a focus on accessibility and clarity.
- Train SPARC and WSSL staff on SPARC Home energy and water systems, clean energy upgrades and water conservation options for residential and small business systems.
- Serve as WSSL representative on DEQ's Beehive Emissions Reduction Plan Working Group.
- Work in collaboration with the State of Utah's DEQ , UCAIR and other groups to promote clean energy equipment exchanges, especially those that focus on the BERP mid-range and major energy upgrades.
- Engage in care and upkeep of the SPARC Home and yard in collaboration with WSSL team members.

Reporting and Grant Deliverables (10%)

- Maintain accurate and timely records of client engagements and project outcomes.
- Track and report on key the Beehive Emissions Reduction Plan (BERP) average annual deliverables including:
 - Facilitation of 15 or more e-bike purchases
 - Assistance in 12+ heat pump installations
 - Coordination of 40+ low-tech energy efficiency upgrades
 - Other minor, medium and major clean energy upgrades
- Contribute to semi-annual reports to the State Department of Environmental Quality (DEQ), including data on project outcomes, budget use, and community impact.

Supervision/Mentorship & Other duties (5%)

- Supervise and mentor 1 or more student workers/interns

Required Qualifications:

Required:

- Background in clean energy systems (e.g., HVAC , solar, energy auditing), building science, energy engineering, construction management, or related field.
- An associate's degree in a relevant field, or the equivalent combination of education and experience

Preferred Qualifications:

If you're excited about this role, we strongly encourage you to apply whether or not you feel you meet each of these preferred qualifications.

- Bilingual in English and Spanish.
- Demonstrated ability to deliver practical technical support and resources to a variety of populations.
- Ability to work independently and as part of a multidisciplinary team.
- Professional certification(s) such as:
 - BPI (Building Performance Institute)
 - LEED (Leadership in Energy and Environmental Design)
 - HERS Rater, NATE , or relevant energy/green building credentials
 - Association of Energy Engineers certifications, such as CEA , BEP , EEP
- Experience with incentive programs, energy rebates, or state/federal clean energy grants.
- Familiarity with project management tools and systems for tracking deliverables.
- Experience in sustainability or climate action programs within a community-based or public sector setting.
- Experience training, mentoring, or supervising interns or staff.
- Communications experience including one or more of the following: technical writing, presentations, consulting and/or community engagement.

Background Check? Yes

Benefits Summary:

WSU offers a generous benefits package that includes medical, dental, long-term disability, life insurance, retirement, a wellness program with release time and paid incentives, tuition benefits, free tickets to athletic and performing arts events, and paid holidays, vacation, and sick leave.

Job Open Date: 12/03/2025

Review Date: 12/14/2025

Job Close Date:

Open Until Filled: Yes

Notes to Applicant:

This position is a yearly-contract position, contingent on the continuation of the current multi-year grant funding and may require occasional evening or weekend hours for events or community engagement. Travel within the state of Utah may also be possible.

If you are passionate about what you could offer and accomplish here at WSU , we would love to hear from you. The annual salary for this position starts at \$53,500 and may go up from there depending on candidate qualifications. The position comes with a generous <https://www.weber.edu/benefits/non-exempt-benefits-summary.html>.

To apply, please complete the online application and attach a cover letter, current resume, and the names and contact information for three professional references.

For qualification determination, your application and/or resume must address the required and preferred qualifications and must contain average number of hours worked per week and the dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application may be considered incomplete.

Screening of applications will begin December 14, 2025. Position will remain open until filled.

Criminal background check required as a condition of employment.

Physical Activity of this position: Ascending or descending ladders, stairs, scaffolding, ramps, poles etc., using feet and legs and/or hands and arms. Agility is emphasized. Important if the amount and kind of climbing required exceeds that required for ordinary locomotion. - Office location requires climbing stairs, Moving about on hands and knees or hands and feet. - to weed landscape, Moving about to accomplish tasks, particularly for long distances or moving from one work site to another. - to clean SPARC Home, Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. - to clean SPARC Home , Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. - to mow SPARC Home landscape, Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. , Expressing or exchanging ideas. Those activities in which they must convey detailed or important instructions to other workers accurately or quickly. , Ability to receive detailed information with or without assistance., Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical Requirements of this position: Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Visual Acuity Requirements including color, depth perception and field of vision: Required to perform activities such as preparing and analyzing data and figures; transcribing; using a computer terminal; extensive reading., Required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services,) or to make general observations of facilities or structures (i.e., security guard, inspection).

The conditions the worker will be subject to in this position: The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes. , The worker is subject to outside environmental changes. No effective protection from the weather. , The worker is subject to both environmental conditions. Activities occur inside and outside. , The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level., The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body. , The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals. , The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.

To apply, visit <https://apptrkr.com/6767001>

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