



ECS Global Solutions

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Lighting Auditor

ECS Global is seeking an individual with experience in **Lighting Retrofits** to serve as **Project Development Coordinator** of a growing company.

ECS Global delivers design-build smart building solutions for all facility types on a national level. Our projects are deployed in new construction, renovation, and energy retrofit projects. Our projects include:

- Building Management Systems (BMS)
- Lighting Retrofits
- Lighting Control
- Mechanical System Replacement/Upgrades - I.P. Card access and Security
- Multi-System Integration
- Post Project Performance Monitoring and Optimization

The Project Development Coordinator conducts facility surveys to ensure accurate, quality assessments of our clients' needs. By working collaboratively with the Project Development Manager and our Sales teams, the Lighting Auditor produces initial site surveys, gathers digital photos, provides verbal and written analysis of each facility and inputs data into our energy assessment tool to provide a proposal for the sales team to present to customers.

Salary Range: To be commensurate with experience

Essential Responsibilities:

- Complete accurate and quality building site surveys including but not limited to detailed measurement notes, (ceiling height, square footage, etc.) as well as the environmental conditions (lighting, energy controls, etc.).
- Work positively and collaboratively with Project Development Manager and Sales Management teams to provide accurate scopes of work to sales team and administration. Perform client walk-through as needed in order to ensure projects matched the client's vision and goals.
- Perform accurate and timely pre, on-site, and post installation audits detailing any/all missed items as needed.
- Assist with inventory management as needed.
- Travel to site locations to perform audits as needed
- Promote safe work practices and safe working conditions in accordance with all Federal, state, and local regulations.

Qualifications

- Required Knowledge/Skills/Attributes
- LED/T8 and exterior lighting new installation / retrofitting skills and experience.
- Lighting, electrical, and control systems experience a plus.
- Proficient computer skills (MS Office Suite - Outlook, Word, and Excel).
- Commitment to QUALITY and continuous improvement.
- Previous inventory management experience a plus.
- Strong attention to detail.
- Strong problem solving, conceptual thinking, planning and analytical skills.
- Ability to learn and use company software programs / apps to complete work as necessary.
- Outstanding client facing and interaction skills.
- Ability to stand and climb up and down ladders for extended periods of time (Up to 8 hrs./day)
- Ability to work individually or collaboratively in a positive team environment.
- Ability to meet deadlines including paperwork and reports.
- Ability to travel as necessary (approximately 100% of the time but primarily local).
- Valid Driver's License