

## Hiring Announcement

The Board of Trustees of the National Energy Management Institute Committee (NEMIC) announce the acceptance of resumes for the following staff position.

- NEMIC
  - Midwest Field Representative & Technical Specialist (see the attached job description)

All interested applicants may submit a cover letter and resume containing their training, work experiences, achievements and skills addressed to the attention of:

Kristin Bruck, Human Resources Manager, Sheet Metal Workers' National Benefit Funds and delivered via email to: [KBruck@smwnbf.org](mailto:KBruck@smwnbf.org)

**Deadline: Resumes shall be received no later than 5 p.m. (EST) on 8/30/2024**

## Midwest Field Representative & Technical Specialist

**Employer:** National Energy Management Institute Committee for the Sheet Metal and Air Conditioning Industry ("NEMIC")

**Position Title:** Midwest Field Representative & Technical Specialist

**Service Area:** United States and Canada

**Reports to:** NEMI/C Administrator

**Position Overview:** The position of Field Representative & Technical Specialist oversees the creation of, assists with the guidance of direction, develops, and is responsible for the success of implementation advisory groups consisting of representatives of SMART local unions, SMACNA chapters and JATCs for the purpose of promoting the value of ICB and TABB certified personnel and contractors to local, state and federal government officials and to the architectural and engineering professionals in the building construction industry. This individual will be participating in the National Energy Management Institute Strategic Plan and furthering the mission of the fund: to make buildings safe and keep them healthy, while maintaining energy efficiency.

### Responsibilities:

- Assures that established program requirements are carried out in conjunction with and under the direction of the NEMI/C Administrator.
- Works with the industry appointed participants in Implementation Advisory Groups by providing them with the necessary professional subject matter expertise to carry out their assigned missions.
- Coordinates seminars and educational meetings as needed to support the industry.
- Consults as a subject matter expert on legislative language.
- Maintains data files of Meeting Minutes, Implementation Advisory Group notes and Action Item Lists.
- Prepares analytical reports and communication documents as necessary.
- Participates in industry trade shows. Manages information booth and promotes the benefits of program services.
- Delivers seminars and information forums to internal and external industry groups.
- Develops and cultivates professional relationships with industry groups through face-to-face meetings, telephone/online conferences, and delivery of seminars at sites requested by clients.

- Develops and maintains industry contacts to build relationships for NEMIC.
- Assures deadlines are met on assigned tasks.
- Participates in and attends educational conferences, seminars, and forums to expand and maintain professional knowledge.
- Develops and maintains the content and messaging of marketing materials, websites, and social media.
- Actively participates in various codes and standards technical committees as a voting member or alternate, as needed.
- Participates with local affiliates in performing PSAs and in interactions with different organizations as a technical Subject Matter Expert for the industry.
- Performs other duties and responsibilities as assigned by the NEMI/C Administrator

**Experience/Skills:** A graduate of a sheet metal worker apprenticeship program, or a 4-year mechanical engineering degree program is strongly preferred but not required. Candidates should be able to demonstrate success in relationships, collaboration and teamwork between labor and management resulting in increased opportunities for SMART members and contractors. Possess effective oral and written communication skills, proficient in Microsoft Word, Excel, and Power Point. Skilled in planning and implementation into action that produces measurable outcome. Self-starter able to work alone or in collaboration with others. Possess knowledge, 5+ years of practical HVAC systems experience, and preferably, certifications in the sheet metal construction industry, specifically within HVAC service, testing, adjusting and balancing, indoor air quality – ventilation verification, and fire life safety systems. **Must have the ability to travel on a regular basis. Practical field experience with HVAC systems controls, Fire Life Safety, equipment start-up, system/operational assessments, or TAB & Service is highly preferred.**

**Other:** Position works from home office residence located in the U.S. with travel (15-20 days/monthly average) on a regular basis throughout the United States and Canada.

**FLSA Status:** Full-Time, Exempt

Compensation and benefits are set by the Trustees of NEMIC, consistent with the process used for employees of National Energy Management Institute Committee, based on qualifications including experience of the person holding the position.

The person holding this position is subject to all applicable policies and procedures of NEMIC. Nothing in this position description creates any contractual or other relationship that is inconsistent with the employment relationship pursuant to those applicable policies and procedures. This position description and responsibilities are subject to change by NEMIC.