



**State of New Jersey
Board of Public Utilities
Trenton, New Jersey**

Paid Internship Opportunity

Posting #2022-INT-02

Division: Office of State Energy Services

Number of Positions: Two (2)

Salary: \$15.00 per hour

Work Hours: 15 hours per week

General Unit Description: The Office of State Energy Services (SES) provides a critical function to state government facilities. The SES manages the State's Energy Savings Improvement Program (ESIP), guides and directs energy solutions for state departments and agencies, and offers technical support for any and all state agencies and facilities on energy efficiency and operational matters, including but not limited to on-site generation, upgrades and efficiency systems. The SES provides technical assistance to the interagency working group charged with procuring state electric and gas wholesale contracts and manages those contracts as well as customer expansion. The SES is also a key member of the State's Energy Capital Committee, which identifies and implements large capital improvement projects for facilities throughout the state, focusing on energy supply, generation, and efficiency. Additionally, the SES provides technical, consulting, and advisor services to all operating divisions of the NJBPU and to other governmental entities throughout the state.

Project Description: The Office of State Energy Services is seeking two interns, one Benchmarking Intern, and one Energy Performance Contracting Intern. These Interns will have the opportunity to work with the Director to learn and develop an understanding of our role in the industry. Individual descriptions for each internship are listed below.

Benchmarking Intern

Are you inspired by working with individuals and agencies to help them minimize their environmental footprint? Are you interested in helping people better understand the importance of measuring their building's energy use in order for them to better manage and develop sustainable energy conservation strategies? We are seeking a college junior or senior who is studying engineering, energy management or sustainability to join our facilities team as a part-time intern.

What you will do:

- Track the energy usage in our buildings and use a database to benchmark energy consumption. This includes data entry in our databases and data analysis (qualitative and quantitative).
- Work on the Strategic Energy Management Program and educate others about energy management principles.
- Assist in outlining construction best practices.
- Foster employee engagement.
- Assist with preparation related to building energy audits at New Jersey State facilities.
- Help with an energy awareness campaign, including the creation of a training program for state employees. Assist in producing engaging content for our newsletter, website, external media sites, etc. Assist with creating geo-visualizations (maps), data visualizations and story-maps using ArcGIS or QGIS and conducting spatial/geographic analysis.

What you will learn:

- How to gather large data and glean meaningful information to determine deficiencies in building energy consumption.
 - How to work with a variety of stakeholders, including NJ State employees from various disciplines.
 - How to perform building audits and make recommendations.
 - How to create informational and instructional materials.
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Energy Performance Contracting Intern

Are you inspired by working with schools and government agencies to help them upgrade their facilities, lower their energy consumption and innovate? Are you interested in learning how energy performance contracting can be leveraged in NJ? The Energy Savings Improvement Program (ESIP) is administered by the BPU and is currently seeking an intern to help the program implement process improvements, data driven program evaluation, and reviewing submitted energy savings plans.

What you will do:

- Create a User Manual on implementing an energy savings performance contract (ESPC) in NJ.
- Conduct market / ESPC industry research to help inform policy decisions.
- Work on the Strategic Energy Management Program and educate others about energy management principles.
- Assist in outlining construction best practices.
- Assist with preparation related to stakeholder engagement.
- Help with an energy performance contracting awareness campaign. Assist in producing engaging content for our newsletter, website, external media sites, etc.

- Assist with creating templates for use with energy savings plan, RFPs, measurement and verification reports, etc.

What you will learn:

- How to gather large data and glean meaningful information to determine deficiencies in building energy consumption.
- How to work with a variety of stakeholders, including NJ State employees from various disciplines.
- How to review energy savings plans for performance contracting.
- How to create informational and instructional materials.

What we'd like to see in our interns:

Note: Not all qualities are required to be considered, however if you do have them, let us know. It's how we will choose whom to move forward!

- Creativity, imagination, and the ability to take initiative and bring fresh ideas to the SES Team.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to effectively work in teams and independently
- Excellent organizational skills- prioritize tasks, follow timelines, and meet project deadlines.
- Ability to research projects and present conclusions to the team.
- Ability to problem-solve and make decisions – critical appraisal skills.
- Knowledge of ArcGIS or QGIS software and/or principles and practices of GIS and geographic analysis, various geographic databases, and mapping would be useful.
- Knowledge about energy engineering principles and calculations, such as heat transfer, power and efficiency.
- Proficiency in MS Office programs, such as PowerPoint, Word, etc.
- Advanced Excel skills.
- Experience using ENERGY STAR Portfolio Manager.
- Ability to use web conferencing services such as Zoom or MS Teams.

Education/Experience: A minimum of 2-3 years of completed undergraduate course work is preferred. Recent graduates are also encouraged to apply. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

Estimated Project Duration and Work Schedule: Spring semester, 15 hours per week. The NJBPU requires interns to work a minimum of 14 weeks. In addition, the Spring 2022 internship program will run from January 24, 2022 through May 13, 2022. An extension into the Fall 2022 semester will be taken into consideration.

Note: We invite members of all diverse communities to join our workforce as we endeavor to best serve New Jerseyans from every background. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us.

To Apply: Please submit the following to humanresources@bpu.nj.gov by January 3, 2022: resume; brief writing sample; most recent transcript (unofficial copy acceptable); Personal Relationships Disclosure Form ([Click Here](#)) and three references (name and phone number for either professional or educational contacts). Please make sure to include the posting number in the subject line.

Note: Interns must be New Jersey Residents or attend a New Jersey college or university.

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