



## Project Development Specialist, Lighting

### Job Scope

As a Project Development Specialist, you will be responsible for developing innovative lighting retrofit solutions that meet both the customers' requirements and local energy codes. This can include, but is not limited to, site audits, mock-ups, code compliance reviews, negotiating pricing, material crosses, labor estimates, and working nights or weekends to complete projects.

### Responsibilities

- Develop retrofit solutions based on site audit data in conjunction with customer requirements. Generate complete lighting retrofit proposals, including financial analysis, potential rebates, and energy savings.  
Create complete submittal packages for customer review.  
Create material quotes based on takeoffs or customer-provided information.  
Obtain material pricing from agents or manufacturers.  
Evaluate design ideas based on aesthetics, safety, function, serviceability, and budget.  
Understand retrofit product applications and specifications.  
Perform interior or exterior site lighting audits.  
Other tasks as assigned.

### Requirements

- High School diploma or GED or college degree in related field.  
2+ years' experience and/or training in the lighting industry.  
Proficient in Microsoft Office required, and Blue Beam REVU preferred.  
Must be able to pass a drug and background screen  
Advanced Excel skills preferred.  
Able to read plans and take-off estimator planning.  
Strong verbal and written communication skills.  
Strong attention to detail.  
Knowledge of the lighting industry and products preferred.  
Ability to multitask while staying organized.  
Self-directed and Motivated.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.