



## City of Ames Smart Energy Intern

<b>SALARY</b>	\$14.00 Hourly	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Less than 20 hours/week	<b>JOB NUMBER</b>	25-SEI-01
<b>DEPARTMENT</b>	Electric Services	<b>OPENING DATE</b>	08/06/2025
<b>CLOSING DATE</b>	8/15/2025 12:00 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	MERIT	<b>RESIDENCY REQUIREMENT?</b>	No

---

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?wmode=opaque&rel=0>

In conjunction with the City of Ames Smart Business Challenge, the Ames Electric Services Department has an exciting opportunity for a Smart Energy Intern to assist Ames organizations taking part in the Smart Business Challenge!

For more information on the program you may visit this link: <https://www.cityofames.org/Resident-Services/Sustainability/Smart-Business-Challenge>

This position will work in partnership with another Smart Energy Intern in completing the position responsibilities listed below.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 6 months.

Candidates interested in this position can expect to work 10-19 hours per week. Must have the ability to work weekends and evenings, as meetings and events may require.

This position is an ongoing, part-time, less than 20 hours per week position that is not benefit or paid leave eligible.

This position is not remote and is expected to work on-site in Ames, Iowa.

We request all applicants be committed to employment for approximately 12 months or longer.

## Examples of Essential Job Functions

- Organize and facilitate Smart Business Challenge meetings
- Assist with Challenge participant energy audits, follow-up goals and action plans
- Correspond with Challenge participants through letters, emails, and phone conversations
- Create and maintain Challenge participant files and spreadsheets to track correspondence, resources, and deadlines
- Respond to Challenge participant requests for sustainability information and resources
- Assist with the City of Ames Smart Energy rebate claim form intake and processing
- Process and track SunSmart Ames applications and accounts
- Generate various reports and maintain spreadsheets related to City of Ames Electric Services projects and utility tracking

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## Qualifications

### Education and Experience:

Required:

- Must be a current accredited college or university student at time of hire.
- Experience with project management in a team setting and working with groups as well as one-on-one.

Preferred:

- Research experience and knowledge, as related to increasing efficiency of operations, as well as working with data and spreadsheets.
- An interest in sustainability and energy efficiency.
- Experience working with energy rebates, energy projects and initiatives, Smart Energy Programs or Smart Business Challenge.

Please include a cover letter with your application.

## Supplemental Information

### Physical and Environmental Characteristics:

Examples of Equipment Used on the Job: Computer terminal and hardware; a variety of word processing, spreadsheet, database, presentation, and specialized software; general office equipment such as copier, files and file cabinets, photocopy machine, and calculator; communications equipment such as telephone and fax machine.

Required Physical Activities: Standing, walking, lifting, fingering, grasping, talking, and hearing and finger dexterity.

Physical Characteristics of Work: Sedentary work requiring exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing is required only occasionally, and all other sedentary criteria are met.

Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

Environmental Conditions: For most positions in this classification, the worker is not substantially exposed to adverse environmental conditions. In some positions, the worker may be subject to noise, vibration, mechanical hazards, electrical hazards, chemical hazards, or atmospheric conditions that affect the respiratory system or the skin.

#### **Selection Process:**

The selection process consists of an evaluation of education and experience, a phone interview (depending on the number of candidates), on-site interview including a scored performance assessment, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Depending on the number of qualified candidates, the City may forego phone interviews.

Preference may be given to applicants possessing qualifications above the minimum.

#### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:

<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and

will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

**Employer**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Smart Energy Intern Supplemental Questionnaire

**\*QUESTION 1**

Candidates interested in this position can expect to work 10-19 hours per week and must have the ability to work weekends and evenings, as meetings and events may require.

This position is an ongoing, part-time, less than 20 hours per week position that is not benefit or paid leave eligible.

This position is not remote and is expected to work on-site in Ames, Iowa.

The rate of pay is \$14.00 per hour.

Is this acceptable to you?

- ☐ Yes  
☐ No

**\*QUESTION 2**

We request all applicants be committed to employment for approximately 12 months or longer.

Is this acceptable to you?

- ☐ Yes  
☐ No

**\*QUESTION 3**

Are you a current accredited college or university student?

- ☐ Yes  
☐ No

**\*QUESTION 4**

Do you have experience with project management in a team setting and working with groups as well as one-on-one?

- ☐ Yes  
☐ No

**\*QUESTION 5**

Please describe your experience with project management in a team setting and working with groups as well as one-on-one.

**\*QUESTION 6**

Please describe your research experience and knowledge, as related to increasing efficiency of operations, as well as working with data and spreadsheets.

**\*QUESTION 7**

Please describe your interest in sustainability and energy efficiency.

**\*QUESTION 8**

Please describe any experience you have working with energy rebates, energy efficiency projects and initiatives, Smart Energy Programs or Smart Business Challenge, if applicable.

\* Required Question