

Company Introduction

Tri-State Light & Energy (TSLE) is an energy efficiency consulting and implementation contracting firm with a 40-year history in customer service and energy cost saving delivery. TSLE is a Minority Based Enterprise (MBE) for multiple states and has a major focus on providing energy engineering support for decarbonization initiatives. Regionally, TSLE delivers Direct Install Programs, Engineered Solutions Programs, Energy Savings Improvement Programs, and Engineering Services for Municipal, Commercial and Industrial Clients. TSLE is consistently recognized and awarded for being a small business champion that marries innovative technology with small company personalization and service. We are growing and looking to hire dedicated, industry-qualified candidates at all experience levels to grow with our company.

Position Summary

We are seeking an IT Director to join our team in New Brunswick, New Jersey. The IT Director will play a crucial role in driving technical solutions to support the growth of the company. A strong technical background, particularly in enterprise platforms, is required, with a focus on experience in guiding teams through the implementation of large-scale, complex solutions. The role demands deep knowledge of hardware solutions and software architecture, design patterns, and best practices for scalable, maintainable systems. The ideal candidate will have a proven track record of aligning technical execution with business objectives, strong communication skills, and the ability to work effectively with clients, executives, and technical teams. This position involves identifying and qualifying potential vendors, solutions, and building a team and the platforms to drive our growth in the future. The ideal candidate will see that IT is a central part of the strategy of the company and is a motivated self-starter with excellent communication skills and the ability to work in a fast paced, client focused environment focused on driving the realization of our IT platform and tools.

Essential Job Functions

- Review current IT infrastructure and solutions including platforms, support, and critical needs.
- Help create overall blueprint and drive the execution in support of the IT and tool-based strategy.
- Work with clients and vendors to interact with systems and drive automation of processes and tools.
- Determine and achieve SMART goals for IT systems.
- Oversee deployment and upgrades of IT hardware and software.
- Develop cybersecurity strategy and eliminate security risks and vulnerabilities.
- Oversee IT help desk.
- Handle capacity planning.
- Manage outsourced IT staff including when to hire.
- Prepare financial budgets and present proposals to executives and stakeholders.
- Coordinate IT tasks, e.g., software updates, to ensure maximum availability and minimal downtime.
- Work with external vendors and advisors.
- Manage networking, development, and disaster recovery processes.
- Communicate with other departments when there is a problem.

Qualifications

- Bachelor's degree or equivalent experience is required. Advanced degree, ITIL, CISSP, preferred.
- Demonstrated experience in managing IT infrastructure and IT Vendors.
- Deep understanding of IT systems, software development, and cybersecurity.

- Several years of experience in IT roles, with a significant portion in management or leadership positions.
- Ability to lead teams, manage projects, and align IT strategies with business goals.
- Preference for experience building interactive systems including rollouts. Strong analytical skills to troubleshoot and resolve technical issues.
- Strong project management skills with the ability to set priorities, collect and document project requirements, successfully handle multiple projects simultaneously, and meet deadlines in a fast-paced environment.
- Ability to maintain and operate personal and/or company vehicles with a valid driver's license. Must be willing and able to travel within the tri-state area.
- Provide clarity in complex problems, facilitate decision-making, and guide high value investments.
- Strong customer service capability focusing on proactively identifying customer needs and managing customer expectations.
- Excellent written and verbal communication skills.
- Self-starter who can work independently or within a team environment.
- Exceptional organizational, time-management, and planning skills.
- Interest and experience in energy conservation and engineering a plus.
- Understanding of systems and processes for tracking projects in facilities, HVAC and lighting, with additional expertise in design-build and audit processes is highly advantageous

Knowledge, Skills, and Abilities

- Extensive IT systems knowledge and understanding.
- Awareness of market trends, IT solutions, industry developments, and best practices.
- Knowledge of various online systems and tools.
- Ability to review requirements, costs, and existing tools, and make recommendations to executive team and then drive technical solutions.
- Proficiency in Microsoft tools, CRM software, programming, hardware, etc.
- Being open to feedback and continuous improvement.

Physical Demands of the Job

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

- While performing the duties of this job, the employee is occasionally required to stand; sit, walk, climb, balance, stoop, kneel, crouch or crawl; use hands to finger, grasp, or feel objects; reach with hands and arms; push or pull; talk and hear; use repetitive motions.
- The employee is frequently required to lift and/or move up to 20 pounds and occasionally lift and/or move up to 25 pounds.
- The employee must have visual acuity to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading and visual inspections of site plans.

Diversity

TSLE is an equal-opportunity employer committed to diversity and inclusion in the workplace. TSLE prohibits discrimination and harassment of any kind based on age, race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, age, marital status, gender, gender identity or expression, veteran status, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and

apprenticeship. TSLE makes hiring decisions based solely on qualifications, merit, and business needs at the time. Please read through our [EEO Policy](#) for more information.

TSLE is committed to working with and providing reasonable accommodation to applicants with physical and mental disabilities. TSLE is a drug-free workplace

Screening

TSLE makes offers of employment contingent upon (1) successful completion of a routine background investigation and reference check, (2) drug testing, and (3) Act 34 Child Abuse clearance.

Benefits

- Medical, vision, and dental insurance.
- 401(k) with company match after 1st year of anniversary.
- Company-provided life insurance.
- Health Savings Account (HSA).
- Education reimbursement program with management approval.
- Annual paid time off.
- Observance of 8 Federal Holidays.

Work Schedule

- Hybrid.
- Monday through Friday, 8:00 a.m. to 5:00 p.m.
- 40-hour work week.
- Occasional weekends.
- On-call requirement.

Compensation

- Salary Range: \$80K to \$130K.

Interested applicants should email their resume to careers@email.tsle.com.

No phone calls, please.