

TITLE: ENVIRONMENTAL SYSTEMS TECHNICIAN/HVAC-R #147
SECTION: Facilities Department
REPORTSTO: Executive Director of Planning and Operations

SUMMARY

Under the general direction of the Executive Director of Planning and Operations, or designate, coordinates and investigates issues relating to energy efficiency and building environmental quality. Provides project coordination and technical support to identify, plan, and implement assigned energy/environmental projects.

DUTIES

1. On a continuous basis, inspects, monitors, and analyzes district facilities and makes recommendations to improve energy/utility efficiency and building environmental quality.
 2. Provides project coordination for energy/environmental projects.
 3. Compiles, maintains, reviews, and analyzes energy/utility consumption data for all district facilities, including electric vehicles and Government Carbon Neutral reporting. Locates inconsistencies to find causes and solutions of high consumption to save the district money.
 4. Investigates and applies for available energy incentive funding sources and programs.
 5. Support and provide specialized technical advice to maintenance department on building systems and building automation. Manages and monitors day-to day operations for building automation system.
 6. Reviews proposed building systems to ensure district standards are incorporated into design and makes written recommendations.
 7. Assists in the development and design of district standards and practices for building systems and energy efficiency. Facilitates transition of handover of capital energy efficiency projects to operations to ensure system is properly integrated in practice.
 8. Assists with the development of plans for the replacement, upgrading and recommissioning of existing building systems.
 9. Attends community, school and district meetings as required and assists with behavioural campaigns
 10. Assigns, coordinates and monitors the work of other employees as and when required.
 11. Supports and assists the Energy Manager in meeting Strategic Energy Management Plan targets of utility cost savings and infrastructure upgrades
 12. Fulfills all duties of trades-specific role for maintenance department when required and assists maintenance department with equipment troubleshooting and operational issues.
 13. May on occasion, be required to perform other related duties, as assigned.
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QUALIFICATIONS

- High School graduation.
- BCIT Energy Basics and BCIT Energy Systems courses or equivalent.
- Certified Technician or Trade Qualification (TQ) in one of the following areas: Building Automation; Heating, Ventilation, and Air Condition (HVAC-R) Systems; Electrical; or other relevant discipline.
- HVAC-R is preferred.

- Over four years related experience after certification in a commercial-oriented setting
 - Astute working knowledge of state-of-the-art systems related to building automation (Delta Controls), HVAC (internal controls), electrical (sensor controls), energy management (utility software, PUMA), and asset management (work order software).
 - Excellent analytical and problem-solving skills.
 - Good organizational, communication and interpersonal skills.
 - Ability to work with minimal supervision.
 - Proficient computer (MS office, Word, Excel, PowerPoint, Outlook) and database skills.
 - Physical ability to perform job duties.
 - Valid B.C. Driver's license (Class 5).
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School District 68 (Nanaimo-Ladysmith)