

TITLE: Energy Specialist
SECTION: Facilities Department
REPORTS TO: Energy Manager

#210

SUMMARY

Under the general direction of the Energy Manager, or designate, coordinates and investigates energy conservation and sustainability projects. The Energy Specialist will assist the Energy Manager to achieve an enhanced, strategic, coordinated approach to Demand Side Management (DSM) initiatives.

DUTIES

1. Ensures that the Energy Manager and other Facilities and Operations staff are fully aware of all incentive and information programs from FortisBC by distributing messages and program information received from FortisBC.
 2. Conducts an inventory of natural gas fired equipment to determine projects eligible for FortisBC incentives.
 3. Assists with the annual gathering and entry of utility data into the Provincial SMARTTool program and the preparation of the annual Carbon Neutral Action Plan by gathering appropriate information as required.
 4. Assists the Energy Manager to develop the Strategic Energy Management Plan.
 5. Develops joint success stories with the Energy Manager by taking photos and documenting projects and activities from start to finish.
 6. Assists with coordinating and presenting the Employee Awareness training program (Gas and Electric components).
 7. Ensures all necessary applications are submitted to FortisBC and BC Hydro to obtain incentives.
 8. Assists the Energy Manager in preparing periodic energy management performance updates to District administration, FortisBC and BC Hydro; and preparing updates in GHG emission reductions.
 9. Submit quarterly reports to FortisBC outlining all current and planned projects that will result in natural gas savings.
 10. Running and analyzing reports from the District utility management program to verify energy use against targets and benchmarks.
 11. Informs the Energy Manager on any energy or sustainability matters.
 12. May on occasion, be required to perform other related duties, as assigned.
-

QUALIFICATIONS

- High School graduation or the equivalent.
 - Possess at least one (1) of the following: a Sustainable Energy Management Associate Certificate (SEMACE) or; completion of the UBC Masters in Clean Energy: Energy Efficiency Module or; Douglas College Building Energy and Resource Manager program certificate or; Certified Energy Manager designation from the Canadian Institute of Energy Training or; Masters in sustainability and planning.
 - Comprehensive knowledge of building mechanical and electrical systems including broad knowledge of Building Automation Systems.
 - Demonstrated knowledge and experience with energy efficient technology related to lighting systems, HVAC systems, cooling plant equipment, heating plant equipment and control systems.
 - Familiarity and knowledge of energy efficient technologies.
 - Demonstrates knowledge of project management principles and methodologies and experience with capital and energy products.
 - Comprehensive knowledge and experience in project management, contract management, budget development, business case development, financial controls and analysis.
 - Thorough understanding of available resources for projects and applicable stakeholder groups.
 - Ability to effectively communicate both verbally and in writing to ensure information is communicated appropriately.
 - Ability to work collaboratively with other members of the Energy Management/Sustainability team, and other key departments.
 - Demonstrated ability to lead, facilitate and gain consensus with various stakeholders and teams.
 - Valid BC Class 5 Driver's License.
-

2013.07.12 (Interim)

Nanaimo Ladysmith Public Schools