

TITLE: ENVIRONMENTAL SYSTEMS TECHNICIAN

#147

SECTION: Facilities Department

REPORTS TO : Director of Planning and Operations

SUMMARY

Under the general direction of the Director of Planning and Operations, or designate, coordinates and investigates issues relating to energy efficiency and building environmental quality and recommends changes to achieve improvements.

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. Compiles, maintains, and analyzes energy/utility consumption data for all district facilities and prepares reports on facilities' energy/utility consumption.
 3. Liaise, monitor and applies all available energy incentive funding sources and programs.
 4. Investigates specific building environmental issues and prepares written or oral reports recommending changes.
 5. Reviews proposed building systems to ensure district standards are incorporated into design, and makes written recommendations.
 6. Project Coordination on related projects
 7. Assists with the development of plans for the replacement or upgrading of existing building systems.
 8. Liaises with utility suppliers to ensure accuracy of all utility consumption data and unit rates.
 9. Assists in the development of district standards and practices for building systems and energy efficiency.
 10. Attends community, school and district meetings as required.
 11. Assigns, coordinates and monitors the work of other employees as and when required.
 12. May on occasion, be required to perform other related duties, as assigned.
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QUALIFICATIONS

- High School graduation or the equivalent.
- Certified Technician or Trade Qualification (TQ) in one of the following areas: Building Environmental Systems; Instrumentation; Heating, Ventilation, and Air Condition (HVAC) Systems; Electrical; or other relevant discipline.
- Over four years related experience after certification.
- Working knowledge of state-of-the-art HVAC systems, computerized control systems, and energy management systems; and electrical systems.
- Excellent analytical and problem-solving skills.
- Good organizational, communication and interpersonal skills.
- Ability to work with minimal supervision
- Demonstrated computer skills in word processing, spreadsheet, data base and other software standard to the industry.
- Valid B.C. Drivers license (Class 5)