

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: ENERGY SPECIALIST

Role Summary

Reporting to the Manager of Facilities the Energy Specialist identifies and enhances energy efficiency opportunities within School District # 62 (District) Facilities. The Energy Specialist will work to indentify high priority targets for District Energy Efficiency upgrades/interventions and work closely with District Staff to ensure that they receive any and all available incentives.

The Energy Specialist educates and promotes FortisBC energy efficiency and conservation programs to District students, Administrators and staff and provides technical, program application and reporting support for energy retrofit projects for District Facilities.

The Energy Specialist collects utility data for energy use performance tracking and greenhouse gas emission reporting. Monitors and controls DDC systems for scheduling and maximum efficiency. The position also explores, develops and promotes business cases around sustainability and energy conservation related projects with focus on natural gas usage.

QUALIFICATIONS:

A level of education, training and experience equivalent to a BCIT Sustainable Energy Management Associate Certificate (SEMAC)

- Demonstrated knowledge and experience with energy efficient technology related to HVAC systems, heating plant equipment and systems, and control systems;
- Familiarity and knowledge of energy efficient technologies;
- Demonstrates knowledge of project management principles and methodologies and experience with capital and energy projects;
- 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 District team;
- Demonstrated ability to lead, facilitate and gain consensus with various stakeholders and teams;
- Valid Class 5 BC Driver's License and Vehicle.

Experience:

- At least 4 years work experience in a field related to energy efficiency or sustainability;
- Capital project management experience;
- Customer service/sales experience;
- Demonstrated interest and enthusiasm related to energy efficiency (work/volunteer experience);
- Familiarity and knowledge of energy efficient technologies through implementation of a project or relevant training;
- Experience in developing business cases and detailed report writing;
- Maintenance and management of mechanical systems including HVAC systems.

TITLE: ENERGY SPECIALIST

Page 2

RESPONSIBLE TO: Director of Finance

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. PROVIDES TECHNICAL SERVICES FOR ENERGY PROJECTS AND SUSTAINABILITY PROGRAMS:

- Collects energy consumption data from utilities and benchmarks energy performance of buildings;
- Prepares quarterly update reports with a focus on natural gas, including energy consumption and costs, energy breakdown, baseline energy use, reporting of annual goals and objectives, and future energy reduction impact of applicable projects;
- Monitors DDC systems and works with District HVAC staff in scheduling and controlling systems to perform efficiently.
- Calculates portfolio greenhouse gas emissions from District Facilities, creates reports and tracks trends, and calculates greenhouse gas emissions estimates associated with proposed projects;
- Works on the management of energy retrofit and sustainability projects at District Facilities;
- Collects energy reduction incentives from FortisBC and ensures successful administration of FortisBC incentive programs;
- Writes case study reports, business cases and communication materials related to energy conservation and sustainability projects;
- Prepares quarterly progress reports for FortisBC.

2. PROVIDES TECHNICAL ASSISTANCE TO DISTRICT STAFF

- Develops, with District members and their associate facility operators energy efficiency and sustainability design standards for natural gas space and water heating retrofit projects;
- Provides technical assistance to District staff retrofitting natural gas space and water heating systems;
- Provides advice and information on design, construction cost, schedules, details, materials and methods.
- Identifies and recommends opportunities for energy conservation, focusing on natural gas;
- Ensures District staff are fully aware of all incentive and information programs from FortisBC;
- Explores and develops business cases around natural gas related projects.

TERMS OF EMPLOYMENT: Twelve month year.

TITLE: ENERGY SPECIALIST

Page 3

EVALUATION

DATE: January 29, 2014

JOB TITLE: Energy Specialist

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	4	60	High school Grade 12 graduation plus an additional program of up to one year or equivalent.
2.	Experience	7	105	Four years and over.
3.	Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Concentration	3	30	Almost continuous periods of short duration OR Frequent periods of intermediate duration; OR Occasional periods of long duration.
5.	Physical Effort	3	18	Light activity of long duration; OR Medium activity of intermediate duration; OR Heavy activity of short duration.
6.	Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; OR Coordination of coarse and fine movements, where speed is a moderate consideration; OR Coordination of fine movements, where speed is a minor consideration.
7.	Accountability	3	30	Actions could result in significant loss of time, resources; OR cause some embarrassment within the department or organization.
8.	Safety of Others	1	8	Little degree of care required to prevent injury or harm to others.

TITLE: ENERGY SPECIALIST

Page 4

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Factor	Degree	Points	Substantiating Data
10. Interpersonal Skills	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
11. Disagreeable Conditions	1	10	Minor conditions with little exposure.
TOTAL POINTS		349	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____