

Energy Management Specialist One Year Term

The Arctic Energy Alliance (AEA) is a not-for-profit organization, established in 1997 to help communities, consumers, producers, regulators and policy makers to work together to reduce the costs of environmental impacts of energy and utility services in the Northwest Territories (NWT). The AEA is supported by various territorial departments and agencies, and does fee for service work in the private sector. The AEA is currently recruiting an **Energy Management Specialist - One Year Term position (with a possibility of an extension)**.

Located in Yellowknife, but will also involve travel to NWT communities.

PURPOSE OF THE POSITION

The Energy Management Specialist (EMS) at the Arctic Energy Alliance (AEA) provides technical expertise in the areas of energy efficiency and renewable energy to AEA clients as well as other AEA staff. As an important member of the AEA team, the EMS supports the delivery of AEA programs and services to all clients – specific activities will vary depending on which programs and services AEA is delivering.

SCOPE

This position is located in Yellowknife and reports to the Executive Director. The EMS is part of the AEA team and provides technical expertise in energy management to support all programs, being delivered by AEA. Each program has an associated work plan that outlines specific goals and actions that will be the responsibility of the Specialist.

The EMS works on multiple projects simultaneously and must prioritize workloads in response to requests from the Executive Director and in response to project deadlines and funding agency reporting requirements.

RESPONSIBILITIES

1. Supervising staff and sub-contractors

The EMS is not responsible for the supervision of other AEA staff or sub-contractors, but the position may manage work plans for specific projects that require the participation of other AEA staff members. The EMS is required to coordinate the tasks assigned to each staff member with their respective supervisors.

2. Managing budgets and programs

The EMS is responsible for:

- Supporting the AEA team in writing proposals and applications for funding;
- Supporting the AEA team in reporting back to clients and funding agencies;

3. Provides high quality energy management services to AEA Clients.

The EMS helps maintain and build the AEA's institutional knowledge of current

“northern best practices” in the fields of renewable energy and energy efficiency by:

- Researching current best “northern best practices” in the fields of renewable energy and energy efficiency;
- Keeping abreast of the latest construction techniques, codes & standards as they relate to energy efficiency and renewable energy;
- Networking with other renewable energy and energy efficiency organizations in Canada and abroad in order to keep up to date on current best practices; and
- Monitoring and reporting on the performance of renewable energy and energy efficiency case studies in the NWT.

The EMS provides expert advice and knowledge to AEA clients on current “northern

best practices” in the fields of renewable energy and energy efficiency by:

- Responding to inquiries from the general public and other AEA clients;
- Conducting building energy audits according to AEA's “Yardstick” and full “Energy Audit” standards;
- Evaluating building plans to improve energy efficiency and to assess renewable energy opportunities;
- Conducting residential energy evaluations of new and existing houses using HOT2000 software – or equivalent;
- Advising clients on the best renewable energy options according to the AEA's “northern best practices” and technical standards;
- Conducting pre-feasibility studies of potential renewable energy projects using RETScreen software – or equivalent;

The EMS helps “Champion” case study projects in the fields of renewable energy and energy efficiency by:

- Selecting clients to participate as case studies; and
- Working with these clients through the complete project implementation cycle from concept through to construction and on-going monitoring and reporting.

The EMS also supports the AEA team in writing educational materials, developing and conducting workshops, designing and implementing social marketing campaigns and maintaining the technical content of the AEA website.

KNOWLEDGE, SKILLS AND ABILITIES

The following are required qualifications:

- Demonstrated proficiency using Microsoft Excel and other MS-Office software including Word, PowerPoint and Microsoft Outlook are required.
- Educational qualifications typically acquired through the completion of a recognized program at a post-secondary level in a discipline such as engineering or architecture or an energy-related program that would lead to certification as a technologist are required.
- Knowledge and experience with Renewable and Alternative Energy technologies.
- Knowledge and experience with commercial and residential energy management practices.
- The ability to communicate effectively in English both orally and in writing is required.
- The ability to work with the public and co-workers in a respectful and professional manner is required.
- The ability to assume responsibility without direct supervision, make decisions, exercise initiative and judgement, prioritize work assignments, manage time and meet deadlines and budgetary constraints while working within a team environment is required.

The following are preferred:

- Proficiency using energy modeling tools such as RETScreen, HOMER, HOT2000, EE4 or equivalent energy modeling software is highly preferred.
- A minimum of 2 years of progressive experience in building construction technologies as they apply to northern climates, including exposure to leading-edge technology in the field in a related technical position is preferred.
- Knowledge of building sciences.
- Experience with monitoring building systems for energy performance.
- Experience with commercial and/or residential energy auditing.
- A strong personal interest in energy and climate change issues is preferred.
- Third party technical certifications such as AEE CEM, LEED AP, and ASHRAE GBDP would be an asset.
- Experience working with the people, communities, governments and cultures of the NWT would be an asset.
- Knowledge of the NWT political and business environment would be an asset.
- Ability to speak, write or understand any of the NWT's official languages in addition to English would be an asset.

Working Conditions

While the majority of time for this position is spent at a computer there is ample opportunity for the incumbent to move around the office. Most of the time is spent in Yellowknife, although there may be an occasional need during the year to travel to a NWT community.

Physical Demands

The work is primarily sedentary. A level of physical fitness is required to allow the incumbent to conduct building energy audits. The incumbent may be required to climb ladders to inspect attics and roofs and to inspect mechanical and electrical equipment.

Environmental Conditions

The incumbent may be exposed to adverse weather conditions (cold) and insects during inspections, approximately 30 days per year. The work may involve some restricted and/or a construction site where equipment is operating and safety gear is required. There are no other significant adverse environmental conditions that affect this position.

Sensory Demands

There is considerable need for attention to detail when analyzing audit details and reports. Combined use of sight, hearing and touch is required during building inspections approximately 30 days per year.

Mental Demands

The incumbent may be away from home about 12 times per year traveling to NWT communities for periods of up to 5 days, resulting in disruption of family and social life.

The incumbent requires tact while dealing with contractors, consultants, agencies, businesses, homeowners and external agencies.

The AEA offers a competitive salary.

Submit resume and cover letter by email or in person.

Closing Date: March 31st, 2015

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We thank all applicants that apply, but only those selected for further consideration will be contacted.