



ENERGY EFFICIENCY COORDINATOR

Three (3) month contract with possibility of extension

NATURE OF WORK: The incumbent will conduct energy audits on City of Charlottetown facilities to identify opportunities for energy efficiency and recommend both technical and behavioral responses. Further, the incumbent will be responsible for overseeing the installation of the selected recommendations and monitoring the resulting energy savings. This position also involves maintaining a corporate greenhouse gas inventory, requiring the collection, organization and presentation of all relevant information on City electricity use, oil use, vehicle fleet fuel use, and solid waste production.

This job posting reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Sustainability Officer.
- Works closely with the Public Works, Parks and Recreation, and Utility management and staff.

PRIMARY FUNCTIONS AND ACCOUNTABILITES:

- Conducts energy audits on City facilities.
- Recommends and prioritizes technical and behavioral solutions to the energy use issues identified in energy audits.
- Oversees the implementation of selected technical recommendations by creating specifications, writing requests for proposals, collecting estimates, overseeing contracts and monitoring and reporting energy savings.
- Compiles all relevant data to create and maintain an inventory of corporate greenhouse gas emissions.
- Compiles all relevant data to create and maintain an inventory of community greenhouse gas emissions.
- Researches emerging technologies and best practices in energy efficiency, renewable energy generation, fleet efficiency and automated controls.
- Performs energy-focused research for all City departments, as required.
- Actively seeks out and builds partnerships with other organizations with an energy and/or

greenhouse gas emissions focus

- Oversees the implementation of selected behavioral recommendations by offering information sessions to City staff.
- Presents information to City management, Committees and Council, as required.
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Excellent analytical and organizational skills, the ability to work as part of a team and independently.
- Strong oral and written communication skills.
- Advanced knowledge of Microsoft Office programs.
- Sound judgment and excellent decision making skills.

REQUIRED QUALIFICATIONS:

- 2 (two) year technical diploma in Energy Systems Engineering or a related field.
- Experience in conducting energy audits in institutional facilities.

Wage - \$18.00 per hour

How to Apply: We welcome a letter of application with detailed resume by e-mail, clearly marked “**Application for Energy Efficiency Coordinator**” submitted by 12:00 Noon, April 26, 2017to:

HR@charlottetown.ca

Only those applicants selected for an interview will be contacted.

The City of Charlottetown is an equal opportunity employer and is proud to be an inclusive workplace. Please contact us at hr@charlottetown.ca or 902-629-4123 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.