



## **Energy Advisor - Field Services**

### **Job Description:**

Employment Status: Various

Reporting to: Manager, Energy Evaluations/or Supervisor, Energy Evaluations

**To Apply:** Please send resume to [sofiia.potapchyk@greensaver.org](mailto:sofiia.potapchyk@greensaver.org)

**GreenSaver** is the oldest not-for-profit energy efficiency organization in Ontario, with over 25 years of experience and more than 80,000 completed energy efficiency projects for homeowners and businesses. We are industry leaders, delivering energy conservation programs on behalf of electric/gas utilities and government agencies, as well as designing and developing energy conservation programs and pilot programs for the marketplace. GreenSaver is right now one of the most exciting corporations in the energy sector, growing continuously at a rate over and above similar organizations in the province. Currently, we are providing conservation programs to over 30 Ontario Local Distribution Companies (LDCs) and energy efficiency services to contractors, businesses, and homeowners.

Please visit our website for more info about our company: [www.greensaver.org](http://www.greensaver.org).

GreenSaver is looking for individuals to complete assessments for Residential customers in Ontario. If you enjoy meeting people, being active in the community and are interested in the energy conservation industry we would like to meet you.

### **Primary Responsibilities:**

- Conduct basic energy assessments in residential homes and buildings following program protocols and standards
- Collect detailed & accurate on-site data collection forms, measurements, and photos and submit completed files within required timelines
- Interact with homeowners, building managers, and tenants, answering questions regarding energy efficiency, conservation programs and other related topics
- Install energy savings measures such as LED light bulbs and other energy savings devices (i.e., power bars, block heater timers, low flow aerators, and pipe wrap, etc.), as applicable to the Conservation Program in which participation has been confirmed
- Adhere to assigned assessment schedules, arrive on location in a timely manner and with all required equipment
- Provide a high level of Customer Care and Service
- Other duties as assigned, from time to time, by the Manager, Energy Evaluations and/or the Supervisor, Energy Evaluations

### **Minimum Requirements and Qualifications:**

- Minimum High School Diploma (a post-secondary education will be considered an asset)

- Certified Energy Advisor certificate is an asset (but not required)
- Excellent Customer Service and Computer skills as well as a Professional demeanor
- Knowledge or experience in Building Science, Home Construction or Home Inspections is a benefit
- Ability to work independently or as part of a team to engage businesses in funded energy conservation opportunities with minimal supervision
- Excellent verbal and written communication, highly organized, attention to detail with a positive attitude and interest in the Energy and Environment sectors
- Excellent problem-solving skills and the ability to manage multiple competing priorities
- Proficient in the use of MS Word, Excel and Web Based Applications with an aptitude to learn internal software and relevant applications
- Multilingual ability is considered an asset

#### **Further Requirements and Qualifications**

- Completion of a criminal background check
- Access to a personal insured vehicle as well as being able to travel to surrounding communities along with general and automotive liability coverage
- Willingness to work occasional evenings and weekends
- Valid Ontario driver's license, full G required