

## **ENERGY MANAGEMENT SPECIALIST – Yellowknife PERMANENT POSITION**

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**.

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

### **PURPOSE OF THE POSITION**

The Energy Management Specialist (EMS) provides technical expertise in the areas of energy efficiency and renewable energy to AEA clients as well as other AEA staff. 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 that provides technical expertise in energy management to support all programs delivered by AEA. All AEA programs have associated work plans that outline 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**

The AEA has a flat organizational structure with a matrix team approach where project leads coordinate work plans for specific projects that require the participation of other AEA staff members. The EMS is expected to coordinate the work and tasks assigned to his/her team member and to keep the Operations Manager informed. There is no responsibility for supervision of other AEA staff.

#### **1. Managing budgets and programs**

The EMS is responsible for supporting the AEA team in:

- writing proposals and applications for funding;
- monitoring project time and financial budgets;
- reporting back to clients and funding agencies;

#### **2. Provides high quality energy management services to AEA Clients.**

The EMS helps maintain and build the AEA's institutional and technical knowledge and promote "northern best practices" in the field of energy management by:

- Researching current “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 projects in the NT.

The EMS provides expert advice and knowledge to AEA clients on current “northern best practices” in the field of energy management by:

- Responding to inquiries from the general public and other AEA clients;
- Conducting energy audits on Institutional, Commercial and Industrial (ICI) buildings according to AEA’s “Yardstick” and “Targeted Energy Audit” standards;
- Evaluating building plans and projects 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” projects in the field of energy management by:

- Selecting and supporting clients to participate as case studies; and
- Working with 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 preparing 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:

- 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 of building sciences.
- Knowledge and experience with Renewable and Alternative Energy technologies.
- Knowledge and experience with commercial and residential energy management practices.
- Demonstrated proficiency using Microsoft Excel and other MS-Office software including Word, PowerPoint and Microsoft Outlook are required.

- 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:

- A minimum of 2 years of experience with commercial and/or residential energy auditing.
- Proficiency using energy modeling tools such as RETScreen, HOMER, HOT2000, EE4 or equivalent energy modeling software is highly preferred.
- Registered Energy Advisor (REA) designation for existing homes and new homes under NRCan's EnerGuide program with minimum 2 years' experience.
- 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.
- Experience with monitoring building systems for energy performance.
- 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 NT would be an asset.
- Knowledge of the NT political and business environment would be an asset.
- Ability to speak, write or understand any of the NT's official languages in addition to English would be an asset.

### **Working Conditions**

While the majority of time is spent working at a computer, there is ample opportunity for the incumbent to move around the office. Most of the time is spent in Yellowknife with regular travel in the NT.

### **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 Yellowknife about 12 times per year traveling to NT 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.

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**The AEA offers a competitive salary and an attractive benefits package that includes a defined contribution registered pension plan, a group insurance plan and annual professional development.**

**Submit resume and cover letter by email or in person.  
Competition will remain open until the successful candidate is found.**

**Human Resources  
Arctic Energy Alliance  
#101, 5102 51 St.  
Yellowknife, NT. X1A 1S7**

**EMAIL: [jennifer.wicks@aea.nt.ca](mailto:jennifer.wicks@aea.nt.ca)**

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