



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents. It's Council and staff are committed to providing an exceptional quality of life for the community. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit RichmondHill.ca to learn more about the place "Where people come together to build our community."

Sustainable Energy Coordinator **Environment & Infrastructure Services Department**

Contract: July 2017 – July 2019

Reporting to the Manager of Energy and Waste, the primary purpose of this position is to track, analyze and communicate energy use and assist with identification and implementation of energy conservation projects. This includes but is not limited to the following key functions:

- Support the implementation of the Corporate Energy Conservation and Demand Management Plan by coordinating and tracking viable energy projects, implementation schedules, and funding sources
- Assist with the implementation of energy conservation and renewable energy pilot projects
- Support the Energy Coordinator with regulatory reporting required by the Green Energy Act
- Collect and provide real-time energy consumption data and trends to operational staff and senior management periodically
- Work with the Town's Energy Team to optimize operating practices, equipment and building systems to improve energy efficiency
- Review energy bills to identify billing errors and capture the Town's energy consumption in an energy management system
- Identify trends and anomalies in energy consumption and investigate the cause and solutions
- Assist with the development and implementation of energy conservation and awareness training including the delivery of a Town wide training program
- Supervise consultants and contractors, including the tendering and selection process

The ideal candidate will possess:

- A degree in Environmental Sciences, Engineering or Environmental Studies
- Minimum 5 years of related work experience including a minimum of 3 years of specific energy management and conservation experience, or equivalent combination of education and experience
- Professional designation as a Certified Engineering Technician, Certified Engineering Technologist, Certified Energy Manager (CEM), a licensed professional engineer in the province of Ontario (P Eng) or equivalent qualifications is required
- Experience with energy management at the municipal level would be an asset.
- Knowledge of relevant legislation is required
- Strong knowledge and experience in energy management and building systems in relation to energy efficiency, performance, operation and maintenance, and life-cycle costing
- Strong knowledge in Measurement and Verification Protocol for energy projects
- Experience with developing and implementing training programs
- Understanding of electrical metering, load profiling and analyzing electricity rate impacts
- Excellent interpersonal skills, (i.e. tact and diplomacy) and the ability to build consensus and communicate effectively and concisely, both orally and written
- Ability to work well independently with minimal supervision
- Demonstrated strategic thinking and problem solving skills
- Excellent written and verbal communication skills, with proven ability to deliver information and presentations to senior management
- Demonstrated proficiency with PC based software including word processing, spreadsheets, project management applications and energy management software is required
- You must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated). You will be required to provide proof of vehicle insurance upon hire.

Hourly rate: \$39.54 - \$46.51 (Subject to compensation review)

Closing Date: Internal applicants: 4:30 p.m., June 22, 2017; External applicants: 4:30 p.m., July 4, 2017

Apply online on our website at: RichmondHill.ca/Employment

We thank all candidates for their interest, however, only those under consideration will be contacted. The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.