



Job Opportunity: Energy Efficiency and Technical Services

POSTING DATE: 05 OCTOBER 2017

CLOSING DATE: 31 OCTOBER 2017

EMPLOYER: [City Green Solutions](#)

The Energy Efficiency and Technical Services position(s) work closely with City Green's management, energy efficiency services, program coordination and client services team. This staff role will support City Green's activities related to supporting the roll out of the [BC Energy Step Code](#), delivering the [BC Home Energy Coach Program](#), and functioning as an EnerGuide Rating System Service Organization (for new and existing homes).

City Green is an enterprising non-profit organization with a mission to excite, inspire and lead British Columbians in finding innovative home and building energy efficiency solutions. We are looking for a dynamic individual to join our team.

Responsibilities

Assist with various tasks to support City Green's energy efficiency and GHG reduction services and programs, including but not limited to:

- Providing building science and technical support to City Green's client services staff and network of registered energy advisors.
- Supporting and advancing the technical resources and services provided via City Green implemented [BC Home Energy Coach Program](#).
- Supporting City Green's role as an EnerGuide Rating System Service Organization.
- Support the development and implementation of existing and new energy efficiency and GHG reduction programs and services.
- Providing knowledge and experience about the EnerGuide Rating System and HOT2000 software.
- Supporting City Green's technical support, program coordination/management, and communications staff as needed.

Qualifications (Skills, Experience, Personality)

Requirements:

- Personal and professional fit with City Green's vision and mission.
- Flexible and motivated.
- Building Science and energy efficiency product knowledge.
- Ability to work in a dynamic and fast paced team environment.
- Ability to provide project coordination for energy efficiency programs.
- Strong critical thinking and problem solving skills.
- Strong attention to detail and ability to organize and prioritize work tasks.
- Excellent communication skills
- Accuracy and attention to detail (for data entry and other tasks).
- Solid MS Office skills, and particularly MS Excel.
- Strong writing skills.

- Ability to be self-directed, think-on-your-feet, teach yourself how to complete tasks and address challenges and issues as they arise.
- Interest in advancing building energy and GHG reduction solutions a requirement. A passion for this, an asset.
- Diploma/degree in relevant field or combination of relevant experience.
- Previous working knowledge and experience, or ability to gain knowledge quickly, with the EnerGuide Rating System and HOT2000 software.
- Have passed, or be able to pass shortly after employment, the Natural Resources Canada EnerGuide Rating System Foundation Exam and Energy Advisor exam.

Assets

- Experience delivering ERS energy evaluations and/or energy evaluations for other building types.
- Familiarity with energy rebate programs.
- Experience conducting utility bill analysis.
- Comfortable delivering presentations for training and other purposes.
- A good sense of humour is appreciated.
- Ability to speak and/or write a language in addition to English.

Other Information

- Number of Positions: More than one person may be hired for this, or a similar position.
- Start Date: As soon as possible. With possibility to delay start date for the right individual.
- Tasks: This is a desk job focused on working on the computer, email and phone. Some field work may be required.
- Position Type: This is a full time position. A part time option may be available for the right individual with a preference for less than full time work.
- Hours: Monday to Friday. Flexible work arrangements possible.
- Location: Downtown Victoria office, close to public transit and indoor and outdoor bike lock-up.
- Probation period is 3 months.
- Work Environment: City Green offers a casual and flexible (but fast paced) work environment and an opportunity to help shape and grow a dynamic energy/GHG reduction focused social enterprise.
- Compensation: Commensurate with experience. Cover letter should include annual base salary expectations.
- Comprehensive benefits program will be available after 3 months.

Apply

Qualified candidates can submit cover letter and resume (**in one attached document**) via email to [manager\(at\)citygreen.ca](mailto:manager(at)citygreen.ca) **prior to 9am on October 31st 2017**. Early applications are encouraged, however we may keep the opportunity open until filled. While we truly appreciate all applications, only those selected for an interview will be contacted. No phone calls or walk-in applications please.

About City Green

[City Green Solutions](#) is an enterprising non-profit organization with a mission to excite, inspire and lead British Columbians in finding energy and GHG reduction solutions. We provide energy modelling for new construction and retrofit evaluations of existing residential homes; advise for access to grants and financial incentives; program design and management services for local governments and utilities; energy benchmarking services; customized energy efficiency marketing programs; research and evaluation services; quality assurance services; education and training, and more!

For information on current programs City Green delivers, or is a partner for program delivery, see:

- Service Organization, EnerGuide Rating System – Existing and New Homes
- [BC Home Energy Coach Program](#)

- [Oil To Heat Pump Incentive Program](#)
- [Municipal Partner Offer](#)
- [Load Management Demonstration Project](#)
- [Vancouver Heritage Energy Retrofit Program](#)
- [Energy Save New West](#)
- [Tap by Tap](#)

