

Full Job Description

ENERGY & SUSTAINABILITY SPECIALIST

Reporting to the Manager of Building Design & Construction, the Energy & Sustainability Specialist is responsible for managing energy efficiency projects and sustainability initiatives on city's properties providing reporting and consulting support about energy and sustainability reporting metrics and client key performance indicators.

This role is also responsible for contributing to the identification of project opportunities, innovative technologies, solution development and program coordination during the implementation stage as related to Energy & Sustainability initiatives of the City of Cambridge buildings. This position will be a key driver in recommending GHG reductions and energy saving processes to reduce the City's carbon emissions of 50% by 2030 and 80% by 2050.

KEY DUTIES & RESPONSIBILITIES

- Identifies buildings best suited for energy retrofit projects
- Identifies opportunities for specific energy saving measures in buildings
- Develops energy audit, re-commissioning and carbon neutral study scopes of work
- Directs consultants throughout the development of audits, the re-commissioning process and the development of deep energy retrofit studies
- Recommends energy retrofit projects based on the results of the audits, re-commissioning process and carbon neutral studies
- Directs the consultant and contractor throughout the feasibility study, design development, tendering, construction, and commissioning phases of energy retrofit projects
- Manages energy efficiency projects and sustainability initiatives on city's buildings focusing on Net Zero Carbon, Net Zero Energy, LEED, deep energy retrofits and analyzing the holistic impact of design decisions from both an energy, carbon and financial perspective.
- Supports the Sustainable Design & Development team in the delivery of other projects that have an impact on energy consumption
- Develops energy savings calculations based on specific measures or broad portfolio efficiency estimates
- Prepares standard sustainability reporting, executes analysis, and provide recommendations to achieve both energy and carbon reductions related to the built environment
- Supports client sustainability initiative objectives and assist on strategic vision
- Supports GHG Committee in researching Innovative solutions and proposing to Leadership Team for pilot projects
- Performs site visits and engages with operations team to understand building operations and identify potential opportunities
- Educates Supervisor of Facilities-Building Systems, Building Operation Technician and Building Operation Assistants in energy saving practices and technologies
- Reviews building performance reports
- Develops new practices to improve energy performance.

- Interprets and translates implications of global GHG standards and targets into strategic information processes
- Designs and develops technical requirements for GHG reporting and analysis
- Provides professional expert advice and recommendations in relation to grant applications
- Ensures compatibility of grant projects with grant requirements
- Other duties as assigned

EDUCATION, JOB-RELATED YEARS OF EXPERIENCE & QUALIFICATIONS

MINIMUM EDUCATION:

- University degree in Mechanical/Electrical Engineering, Energy & Sustainability or Energy and Building System Technology

Knowledge & Skills

- Min 3 years of energy and sustainability reporting and analysis work experience, and delivering energy retrofit projects for build environment
- Work experience in sustainability, high performance buildings or building design and construction industries
- Experience in energy management, mechanical (HVAC) systems, electrical systems and water conservation measures
- Experience with energy saving calculations for mechanical and electrical systems
- Strong administrative and budgetary skills involving building capital budgets
- Knowledge and application of project management methodology, construction techniques and materials including energy conservation related technologies and measures
- Demonstrated knowledge of applicable codes and government legislation including, but not limited to the Occupational Health and Safety Act and its Regulations, the Construction Lien Act, The National Fire Code, Ontario Building Code, Construction Standard Association, etc
- Passion for high performance/low carbon sustainable buildings and technologies
- Strong research and analytical skills with the ability to conduct rigorous research summarize findings, and present recommendations
- Advanced skills in MS Excel. Strong MS Word skills
- Strong communication and interpersonal skills, with high levels of client interaction
- Strong administrative skills including documentation standards and project management
- Strong organization and time management skills

Licenses and/or Professional Accreditation

- Professional Mechanical/Electrical Engineer or Certified Energy Manager or Certified measurement & Verification Professional from Association of Energy Engineers
- LEED accreditation or other sustainability certifications would be an asset