

Job Title: PROJECT MANAGER BLDG ENERGY CONTROL SYST

Job ID: 4069

Job Category: Project Management

Division & Section: Corporate Real Estate Management, FM Project Management Office

Work Location: METRO HALL, 55 John Street

Job Type & Duration: Full-time, Permanent Vacancy

Salary: \$95,596.80 - \$112,320.00 Please note: The salary reflects 2019 rates

Shift Information: Monday to Friday, 35 Hours Per Week

Affiliation: Non-Union Management

Number of Positions Open: 1

Posting Period: 16-Jan-2020 to 23-Jan-2020

Reporting to the Manager, Corporate Energy Initiatives, the Project Manager, Building Energy Control Systems will implement and manage Building Automation System (BAS) expansions and upgrades for City buildings leading to energy, greenhouse gas, and cost savings.

Major Responsibilities:

- Implements detailed plans and recommends policies/procedures regarding program specific requirements.
- Conducts research into assigned area ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.
- Provides input into and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Oversees a team of staff and/or consultants, on a project basis, to initiate and develop strategies in managing BAS energy control systems.
- Prepares request for proposals, quotations, tender documents and specifications for BAS control projects.
- Initiates and develops energy and BAS training programs for City staff in consultation with client groups.
- Prepares terms of reference and coordinates with consultants in implementing training programs.
- Prepares budgets related to BAS and training programs, and investigates appropriate funding and financing opportunities.
- Prepares reports and recommendations on appropriate action related to BAS controls.
- Coordinates and assigns projects and tasks among consultants, staff, and administrative support staff. Monitors work output and reviews project assignments.
- Analyzes the energy and financial impact of proposed BAS controls and develops a business case, as required, for client groups.
- Participates in project planning to ensure energy efficiency and control systems are incorporated into all the City's major building retrofits and building construction projects.

- Conducts audits on BAS energy control systems and recommends control strategies to improve energy efficiency.
- Implements and oversees BAS control projects and BAS and BAS training programs.
- Liaises with local utilities, provincial government, federal government, City Departments, business groups, etc., as required to maximize BAS program opportunities.
- Participates in the City's energy and environmental improvement programs.
- Researches and promotes controls related to energy efficiency technologies including renewable energy technologies.
- Utilizes BAS systems to assist in the tracking and monitoring of energy use, costs and CO2 emissions in all City facilities and operations in order to analyze energy use and to provide reports to client divisions.
- Participates in the effective management of the City's utility/energy expenditures.
- Responds to requests for technical and analytical assistance related to BAS controls, energy efficiency and utility management.
- Establishes and maintains an information system to document all BAS controls and training programs.
- Oversees the central control system and make recommendation to improve its performance, as required.
- Develops a maintenance program to ensure the functioning of the central control system and all BAS control systems.
- Inspects and supervises work in progress by contractors and operations staff ensuring that all work is executed in accordance with relevant legislation and approved project drawings and specifications.
- Consults and maintains working relations, including all correspondence with consultants, contractors and government authorities associated with assigned projects.
- Evaluates tender documents and consultant proposals and makes recommendations for Council approval as required.
- Requisitions materials and supplies to complete projects.
- Monitors all projects as it relates to Health and Safety regulations and maintains records on infractions and accidents in the event of litigation.
- Represents the division on various technical committees related to the energy management program including staff and citizen groups, as required.

Key Qualifications:

1. Post-secondary education in Environmental Studies, Engineering, or equivalent combination of education and experience.
2. Extensive experience in managing energy conservation projects and Building Automation System projects for commercial and industrial buildings and structures.
3. Considerable experience managing multiple complex BAS related projects from inception to completion, including experience overseeing the work of Consultants.
4. Considerable knowledge and experience preparing BAS system reports, business cases, studies, conducting analysis and making recommendations.
5. Considerable knowledge of financial incentives, financing tools, and construction project budget management.
6. Extensive knowledge of building construction techniques, methods, materials, measurement & verification standards and practices.
7. Familiarity with energy and climate change policy at the City, Provincial and Federal levels, along with legislation relevant to the role.
8. Strong understanding of sustainable energy-related issues, technologies and key stakeholders.

9. Highly developed management competencies including relationship building, decision making, problem solving and conflict resolution skills with a past history of success demonstrating leadership, collaboration, teamwork, innovation, organization, coordination and planning skills.
10. Advanced verbal and written communication skills, with the ability to establish effective relationships with staff in other City Divisions, business community, community groups, residents, elected officials and other levels of government.
11. Project Management Professional, and BAS system or building Controls certifications or designations preferred. Certified Energy Manager designation is an asset.

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Accommodation

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