

Job Information

Job title	Sustainable Energy Specialist	Job Code: SESPC	Pay Band: R
Title of immediate supervisor	Facility Planning and Analysis Manager		
Department/Division	Engineering/Facility Operations		
Prepared by	S. Laye		
Date Created	19 July 2017	Revised date	August 2024

Job Purpose

Performs technical work that involves the formulation, implementation and ongoing management of key corporate and community-wide energy policies, projects and programs that promote and work towards long-term sustainability and achievement of the District of Saanich greenhouse gas (GHG) emissions reduction targets.

Provides research, analysis, technical expertise, advice and guidance to Council and senior staff, Municipal departments, community groups and the public on energy efficiency, renewable energy and greenhouse gas reduction (GHG) strategies including emerging technologies. Coordinates contractors/consultants and related budgets and successfully implements energy efficiency and renewable energy programs.

Duties and Responsibilities

- Works collaboratively within the Engineering Department and with other municipal departments, municipalities, agencies, federal and provincial departments, utilities, consultants, contractors, developers and the community to achieve climate action and sustainability objectives;
- Acts as a champion and project manager for key energy initiatives, primarily those related to:
 - Energy management;
 - Energy conservation and efficiency;
 - District energy and Combined Heat and Power (CHP);
 - Renewable energy generation;
- Develops, leads, promotes, implements, audits, and maintains key corporate and community-wide low and zero-carbon energy initiatives;
- Monitors and evaluates program effectiveness, documents performance trends and recommends modifications to improve programs and initiatives;
- Undertakes research, data collection and policy analysis and provides advice and recommendations on best management practices and policy;
- Identifies issues, gaps and opportunities through technical analyses and liaising with staff and key partners;
- Develops and executes plans to raise corporate and community awareness of programs and incentives for low carbon energy solutions;
- Directs, coordinates and supervises the day to day work of contractors/consultants;
- Manages, negotiates and coordinates projects, programs and related grants and contracts with government, utility, and other community partners;
- Prepares written reports and policy, and forwards correspondence on routine matters directly;
- Prepares and presents quarterly reports outlining progress against the work plan, including quantifying any associated energy savings and GHG emissions reductions, as well as tracking participation in rebate programs;
- Prepares and presents reports to Committees of Council and Council (as required) and provides advice to them on energy and sustainability matters;

- Presents municipal initiatives and answers questions at industry, government and neighbourhood meetings;
- Designs, leads and manages public and key stakeholder engagement processes, including the preparation of presentation material, presentation of information before various groups and facilitation of meetings and workshops;
- Represents the Municipality at meetings, Open Houses and workshops;
- Responds to public inquiries and complaints in both verbal and written form;
- Performs other related duties as required.

Qualifications

- Bachelor degree in sustainability, planning, engineering, resource management or a related field.
- One of the following:
 - Graduate degree in business, planning, engineering, public policy, sustainability, resource management or a related business field; or
 - Energy Management Certification such as: Certified Energy Manager designation or similar certification.
- Six years of relevant experience in planning and implementing energy management, renewable energy and/or sustainability projects and initiatives;
- An equivalent combination of education and experience may be considered.
- Working knowledge of green building certifications;
- Previous experience in project management, supervision of contractors/consultants, preparing and managing project budgets, public engagement, policy development and securing grant funding;

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.