

ENERGY COORDINATOR

The District School Board of Niagara operates elementary and secondary schools for over 36,000 students in the Niagara Peninsula. Reporting to the Manager of Projects and Maintenance, the Energy Coordinator will be responsible for the energy management and conservation operations of District School Board of Niagara facilities. The Coordinator will act as a system resource and a liaison with the Ministry of Education, Utility Providers and the Energy Consortiums.

Daily activities will involve procurement/acquisition of utilities and related services, conduct audits of facilities and systems, prepare and present business cases for identified projects, develop standards and operational policies and liaise with local suppliers and service agencies. Responsible for Energy Management Plan, energy related projects and Corporate Building Automation System.

RESPONSIBILITIES:

- Maintain Utility Consumption Database
- Energy Management Planning by developing business cases for energy savings and payback
- Integrate energy savings technology into the building facilities renewal programs
- Responsible for research and investigation of energy incentives and rebates
- Conducting audits of facilities and systems
- Preparation and presentation of business cases for identified projects
- Development of standards and operational policies
- Act as a resource for schools with respect to energy management
- Liaising with local suppliers, service agencies and energy consortiums
- Administration of the Corporate Building Automation Systems
- Prepare reports in compliance with relevant legislation eg. Green Energy Act
- Utilize board databases for energy-saving initiatives

QUALIFICATIONS and REQUIREMENTS

- College Diploma or University degree in Energy Conservation or Environmental Engineering (or equivalent) with five years related experience;
- Working knowledge of renewable resources, greening projects, eco schools initiatives and global issues;
- Working knowledge of the Ontario Building Code, Ontario Occupational Health and Safety Act, Ontario Fire Code and the Environmental Protection Act is required;
- Creative thinker and problem solver, open to new ideas;
- Strong communication skills g. oral, written and presentation;
- Working knowledge of computer systems & software, especially Microsoft Word and Excel programs
- The ability to work collaboratively with various stakeholders; and
- Possess a reliable personal vehicle as travel is required through the Board district

Salary Range: AMG Class E: \$59,104 - \$70,045 (per annum)

All employees required a Criminal Background Check with the Vulnerable Sector Screening and Medical prior to commencing employment.

Written applications accompanied by complete resumes outlining qualifications, experience and three professional references, will be received until 4:00 p.m., Thursday July 31, 2014, and are to be forwarded to:

Human Resources Department
District School Board of Niagara
191 Carlton Street
St. Catharines, Ontario
L2R 7P4
Re: Energy Coordinator Position

Applications may also be e-mailed to: careers@dsbn.org. Only candidates selected for an interview will be contacted. All others are thanked in advance for their interest.