PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991906</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Energy Specialist</td>
</tr>
<tr>
<td>Department:</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Energy Manager</td>
</tr>
<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 0</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 10</td>
</tr>
<tr>
<td>Last Updated</td>
<td>January 2018</td>
</tr>
</tbody>
</table>

2. Position Summary

As stewards of the campus, Facilities Management fosters and enriches an inviting and functional environment that welcomes and supports all who come here. Facilities Management clients include faculty, staff and students. Facilities Management reflects high service delivery standards and requirements. The team works together to ensure effective, efficient and safe performance for the operation, maintenance and repair of campus buildings.

Reporting to the Energy Manager, the Energy Specialist performs technical work in the development, implementation, and ongoing management of key initiatives to meet the goals of the University’s strategic energy management plan and to leverage FortisBC energy efficiency and education programs. The position is responsible for researching and identifying energy efficiency opportunities and conducting cost benefit analysis to prepare business case reports for projects that target reduction of natural gas greenhouse gas emissions. The Energy Specialist liaises with consultants, contractors, and all departments of Facilities Management to provide technical expertise, consulting, and guidance for the implementation of energy conservation projects.

The Energy Specialist provides guidance and support to the Energy Manager for the operations of the University’s building automation system (BAS) to optimize energy usage when maintaining satisfactory environmental conditions. Additional responsibilities include supporting the Energy Manager with the development, communication and promotion of an energy and resource conservation culture to the University community. The position will require preparation and presentation of various high quality reports, presentations, and communications to Facilities Management and external university departments.

3. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Expectations</th>
</tr>
</thead>
</table>
| Coordination of Energy Management Programs 50% | • Plans, identifies, assesses, prioritizes and recommends energy saving opportunities that leverage Fortis BC energy efficiency and educational programs to maximize incentive funding received. This includes both operational changes and capital improvements  
• Where appropriate, develops, leads, promotes, implements, audits, and maintains low energy initiatives  
• Monitors and evaluates program effectiveness, documents performance trends and recommends modifications to improve programs and initiatives |
- Identifies issues, gaps, and opportunities through technical analyses and liaising with staff and key partners
- Conducts technical building energy audits using ASHRAE methodologies to identify energy saving opportunities
- Prepares business cases and budget estimates for projects
- Manages, negotiates, and coordinates project and related grants and contracts with government, utility, and community partners
- Coordinates with Project Management department, Project Planning department, and Clients to successfully implement projects
- Supervises re-commissioning of equipment
- Prepares and presents quarterly reports outlining progress against work plan, including quantifying any associated energy savings, cost savings, and GHG emissions reductions, as well as tracking participation in incentive programs
- Assists with feasibility studies and provides energy systems input for new building design teams
- Prepares and presents detailed reports and studies which may include engineering specifications, preliminary cost estimates and cost/benefit analysis
- Acts as an energy subject matter expert for the design and implementation of large multi-disciplinary projects

<table>
<thead>
<tr>
<th>Monitoring, Targeting, and Reporting Management</th>
<th>Manages inventory of natural gas heating systems and heat recovery systems, quantifies use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Creates monthly and annual reports on energy utility billing and building meter data</td>
</tr>
<tr>
<td></td>
<td>Assists in the development and implementation of a building monitoring, targeting, and reporting plan</td>
</tr>
<tr>
<td></td>
<td>Regularly reviews campus building automation system to identify energy savings opportunities, operational deficiencies, unsatisfactory environmental conditions, unnecessary building schedules</td>
</tr>
<tr>
<td></td>
<td>Identifies electrical, plumbing and mechanical system energy modifications and adjustments to optimize building performance</td>
</tr>
<tr>
<td></td>
<td>Develops and implements measures to improve campus building automation system functionality, system standards, system preventative maintenance, and integration of automated recommissioning technology</td>
</tr>
<tr>
<td></td>
<td>Makes recommendations for building schedule changes to systems to minimize energy use</td>
</tr>
<tr>
<td></td>
<td>Provides support for the University carbon emissions reporting as per the Greenhouse Gas Reduction Act</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research &amp; Innovation 5%</th>
<th>Supports the design and development of the Strategic Energy Management Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintains an up-to-date knowledge on energy efficiency technologies and provides assessments for their use at UVic</td>
</tr>
<tr>
<td></td>
<td>Seeks opportunities to reduce natural gas procurement costs</td>
</tr>
<tr>
<td></td>
<td>Seeks opportunities to optimize the energy use of district energy systems</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations Modernization 5%</th>
<th>Assists with the development of Facilities Infrastructure Technical Standards related to energy efficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Develops standard procedures for efficient operation and maintenance of heating systems and heat recovery systems</td>
</tr>
<tr>
<td></td>
<td>Assists with the development, communication and promotion of an energy and resource conservation culture to the Facilities Management community</td>
</tr>
</tbody>
</table>
• Conducts energy training seminars and workshops for Facilities Management staff

### 4. Classification Factors:

#### Problem-Solving:
- Identifies and resolves problems in a timely manner
- Gathers and analyzes information skillfully
- Works well in group problem solving situations
- Uses reason even when dealing with emotional topics
- Meets challenges with resourcefulness
- Generates suggestions for improving work
- Develops alternative approaches and ideas
- Presents ideas and information in a manner that gets others’ attention
- Use good judgment and experience to solve complex operational and technical challenges
- Productive and efficient deployment of resources and materials

#### Responsibility for Financial & Material resources:
- Negotiate contracts w/ vendors or suppliers
- Forecast budgets
- Audit financial data Controlling expenditures
- Applications and monitoring of Carbon Neutral Capital Fund energy management program funds of up to $500,000
- Follow UVic purchasing policies
- Keep clear and accurate financial records

#### Responsibility for Human Resources:
- The Energy Specialist receives supervision from and reports to the Energy Manager
- This position may provide informal supervision to other staff working on project implementations, as required
- Conducts energy savings training to Facilities Management staff

#### Impact of Decisions and Actions:
- The Energy Specialist is accountable for ensuring that programs and services are operating within established frameworks determined by the FMGT Service Plan and Professional Development Plan. Position has the potential to lower University utility costs, reduce the campus environmental footprint, and achieve environmental sustainability goals outlined in the University Operations Sustainability Action Plan and the BC Greenhouse Gas Reductions Act
- The Energy Specialist is accountable for ensuring that items of moderate consequence are escalated in a timely and appropriate manner

#### Independence:
- The Energy Specialist evaluates progress and success against performance standards. Appraises and resolves deficiencies and challenges. Ensures deadlines are met and keeps Energy Manager and other stakeholders informed of program status
- The Energy Specialist is expected to coordinate energy management activities and monitor related programs independently as required
- Issues or concerns that are abnormal or holding moderate consequence to the programs resources will be escalated to the Energy Manager

### 5. Summary of qualifications:

This position requires a minimum education of one of the following:
- Certified Energy Manager under the Canadian Institute of Energy Training
• UBC Masters in Clean Energy Engineering: Completion of the Demand-Side Energy Efficiency & Conservation course
• BCIT SEMAC (Sustainable Energy Management Association Certificate)
• Yorkville University Energy Management Specialization
• Douglas College Building Energy and Resource Management program certificate
• Langara Energy Management Certificate
• Master’s degree in engineering, sustainability, or planning

Experience:
• Minimum of 3 years of experience in energy efficiency projects
• Maintaining or managing a complex group of commercial / institutional building mechanical and electrical systems
• Business experience with proposal report preparation, business financial case preparations, professional level of understanding regarding investment rates of return
• Preparing and presenting information and Power Point presentations to senior administration staff and campus community

In addition this position requires:
• Strong interpersonal and communication (oral and written) skills
• The ability to establish and maintain positive, effective working relationships with all members of the campus community
• Strong analytical and organizational skills
• Ability to work with computer programs related to SCADA systems, DDC controls, programmable controllers, and data systems spreadsheets
• Expert skill level working with Microsoft Word, Excel and PowerPoint
• Strong technical skills relating to institutional building mechanical systems maintenance
• Dedication to industry standards and improvements, continuous learning and development and improvements
• Demonstrated ability in writing detailed reports
• Capable of performing financial analyses in accordance with the University requirements
• Project management experience
• Budget preparation and management experience
• Able to provide effective briefings, seminars, presentations to both small and large audiences

Desirable Knowledge, Qualifications, and Coursework:
• FortisBC and BC Hydro courses
• VanCity – Carbon Footprint – GHG Program
• LEED or Passive House Professional Accreditation
• Courses related to maintenance and management of HVAC systems
• Working knowledge of Canadian and Provincial Building Code
• ASHRAE 90.1 Energy Standard for Buildings
• Certified Measurement and Verification Professional
• Certified Energy Auditor
• Advanced Building Recommissioning

Employee’s Signature: _______________________________ Date: _______________________________

Manager’s/Supervisor’s Signature: _______________________________ Date: _______________________________