

# Brazeau County is Hiring!

## Municipal Energy Coordinator



We are seeking a strongly motivated and technical thinker for a two-year, full-time position of Municipal Energy Coordinator. Reporting to the Climate Change Specialist / Economic Development Officer, this individual will be fully responsible for the successful development and implementation of the Municipal Energy Manager Program as mandated by the Municipal Climate Change Action Centre (MCCAC).

The ideal candidate must demonstrate a high degree of competency, be a natural problem solver with an attention to detail, be an exceptional communicator and must possess relevant post-secondary education and related experience.

### General Overview

The Municipal Energy Coordinator is accountable for the development and implementation of all aspects of the Municipal Energy Manager Program as set out by the MCCAC including but not limited to the following deliverables:

- Produce an Energy Management Plan (EMP) with GHG reduction targets
- Development of energy benchmarking and analysis of energy-saving opportunities
- Energy management assessment organizational engagement
- Internal energy expertise and capacity to apply for grant funding and lead projects
- Engage in a technical focus on climate change in relation to energy management
- Work with concepts of energy efficiency, renewable energy, environmental management systems, greenhouse gas inventory and other climate change initiatives
- Develop, document and formulate an annual rollout schedule for a 'made-for-Brazeau County' five-year energy management strategy including respective estimated annual costs and savings.
- Assist with ensuring that procurement is completed in accordance with the approved budget, the Purchasing Policy, and other legal or policy requirements
- Assist pursuing alternative funding sources (e.g. grants) wherever possible

### General & Specific Responsibilities

Prepare a Two-Year Work Plan  
Year One:

1. Provide an overview of all Year One required deliverables and a timeline of all Year One activities as listed below from the MCCAC's grant deliverables:
  - a. Provide lead role in the development of an Energy Management Plan (EMP), covering three or more years, for all municipal facilities
  - b. Perform the analysis and document the results of the Energy Management Assessment including the action plan and organizational engagement plan
  - c. Provide an internal assessment of energy performance and associated greenhouse gas emissions on our municipal buildings via energy benchmarking tools, such as Energy Star Portfolio Manager, RETScreen Expert, or equivalent.
  - d. Assign realistic GHG reduction targets for the entire municipal building portfolio. Tools offered through the Partners for Climate Protection (PCP) program administered by the Federation of Canadian Municipalities (FCM) may be leveraged to assist in this work

# Municipal Energy Coordinator

- e. Identification, prioritization, and implementation schedule of specific opportunities to realize measurable and meaningful improvements in energy efficiency as recommendations for facility operations
  - f. A comprehensive list of incentive funding available to the Municipalities that will support the identified opportunities year on year.
2. Present the EMP and rollout schedule to municipal staff and elected officials. Send the EMP, Work Plan, and presentation slides to MCCAC.
3. Complete an energy audit on the highest energy-consuming municipal building (or building with the most energy efficiency potential as determined by the EMP's benchmark) through a third-party contractor or internal resources such as the MEM and send results to MCCAC. Energy audits must follow the level of rigor outlined in the REC Scoping Audit and Engineering Study Guidelines or equivalent guide as approved by MCCAC. Funding opportunities for energy auditing may exist and are recommended.
4. Complete or initiate greenhouse gas (GHG) emission-reducing activities that achieve a 5% GHG reduction from the previous year's emissions or an approved reduction based on the EMP scope.
5. Complete quarterly progress reports on deliverable progress, updates to the Work Plan and EMP, and identification of additional energy-related work beyond MEM deliverables to be submitted to MCCAC.
6. Present an overview of Year 1 achievements and deliverables to municipal and elected officials that includes details on Year 1 progress including the Work Plan, the EMP, case studies on the GHG reducing projects, and any other related initiatives. Send presentation slides to MCCAC.
7. Participate in the Energy Management Assessment update with technical advisors to evaluate the changes and status of energy management practices and policies over Year 1.

## Year Two:

1. Prepare a Year Two Work Plan should Brazeau County exercise this funding option:
  - a. Explore options for the County's future Geothermal facility
  - b. Explore options around additional GHG reducing opportunities
  - c. Explore fleet vehicle and equipment fuel and make / model alternative recommendations
  - d. Others as determined through work in Year 1

## Qualifications

1. Education, Certifications & Qualifications
  - a. Bachelor's degree or higher in Environmental Science, Engineering, or a closely related field with a technical focus on climate change and/or energy management working with concepts of energy efficiency, renewable energy, environmental management systems, greenhouse gas inventory, climate change initiatives or similar (including any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job).
2. Two to five years of experience in mechanical, electrical, chemical, commercial, industrial, energy efficiency, project management (with an energy focus), facility engineering or a related field.

## Municipal Energy Coordinator

3. Experience with systems and processes and/or energy engineering principles, methods, and techniques required.
  - a. Experience with the following systems is desired: HVAC, lighting, chillers and refrigeration, motors, variable frequency drives, compressed air, building envelope, renewable energy, and process equipment.
4. The following credentials are considered an asset(s):
  - a. Professional Engineer (P.Eng.) license, Certified Energy Manager (CEM), Certified Practitioner in Energy Management Systems (CP EnMS) or other similar certification, and willingness to pursue additional certifications and training.
5. Skills and Characteristics
  - a. Meticulous project management and tracking
  - b. Analyzing the energy performance of processes using monitoring equipment and statistical analysis
  - c. Guiding the development of overall continuous improvement or energy management plans
  - d. Collecting, organizing, analyzing energy data
  - e. Identifying, prioritizing, and implementing energy-saving projects
  - f. Motivating and coaching facility management personnel and teams
  - g. Technical report writing for technical and nontechnical audiences
  - h. Ability to coordinate internally and externally with a broad group of stakeholders to ensure alignment and delivery of program requirements and goals
  - i. Excellent written communication skills for presentations, technical reports, e-mail, and other written documents
  - j. Outstanding oral communication skills will be necessary for telephone, one-on-one communication, and presentations to groups
6. Project management expertise to successfully deliver projects on time and budget
  - a. Ability to perform financial, operational, and environmental analysis of energy-related projects
  - b. The ability to work with a team and give and take direction to/from co-workers
  - c. Ability to work independently, take direction and complete tasks without constant oversight
  - d. Ability to work with Office Suite for reporting purposes
  - e. Ability to resolve conflict when dealing with a difficult situation
7. The ability to understand the Municipality's priorities/values and how to tailor their approach to create positive change

**Closing Date: April 19<sup>th</sup>, 2021**

**Please email your resume, with a cover letter indicating the position you are applying for, to [hr@brazeau.ab.ca](mailto:hr@brazeau.ab.ca).**

**Thank you to all applications, only those candidates selected for interviews will be contacted.**