A. IDENTIFICATION

Position Title: Energy Specialist
Department: Energy Management (Facilities Services)
Position Reports To (Title): Energy Manager
Date: August 3, 2017

B. POSITION SUMMARY

Reporting to the Energy Manager, the Energy Specialist participates in the development and implementation of the strategic plan to meet the University’s energy management initiatives. Conducts research, cost benefit analyses and reports on energy efficiency practices to prepare business cases for energy efficiency projects. The incumbent is responsible for initiating and managing energy conservation projects. Liaises with consultants, contractors and facilities maintenance staff to support the implementation of energy conservation measures. The Energy Specialist provides guidance and support to the Energy Manager for the operation of the University’s building automation system (BAS) to optimize energy usage while maintaining satisfactory environmental conditions. Develops and delivers training programs, workshops and information sessions in energy efficiency. The Energy Specialist participates as a member of the Energy Committee by attending various meetings, consulting with stakeholders on energy management initiatives, providing advice and updates, and providing leadership for consistent energy conservation practices.

C. DUTIES AND RESPONSIBILITIES

Participates in the development, implementation, and evaluation of the strategic plan for the University’s energy management initiatives by identifying priorities and objectives through a consultative process with staff, students and faculty members.

In collaboration with the Energy Manager, participates in the preparation of project proposals and budget requests for energy efficiency projects. Assists with the development of funding strategies and managing the implementation to support energy efficiency programs.

Responsible for the initiation and management of energy conservation projects. Liaises with consultants, contractors and facilities maintenance staff to support the implementation of energy conservation measures and oversees the work of consultants and contractors. Provides guidance and support to the energy initiatives across the University.

Provides support to the Energy Manager for the operation of the building automation system (BAS) by reviewing BAS software programs (i.e., sequence of operation) that result in sustained reduction in energy usage.

In collaboration with the Energy Manager, participates in the establishment of building and equipment standards and implementation of energy efficiency standards for new facilities. Assists in commissioning controls (DDC) of HVAC systems in new buildings to ensure energy efficiency. Re-commissions equipment according to the operational requirements and ensures accurate energy usage measurements.

Collects and analyzes energy data (including the University’s greenhouse gas emissions), develops energy consumption models and benchmarks energy performance of each building across the campuses.

Reviews and evaluates tender submission for energy projects submitted by contractors. Identifies potential tasks related to energy management and creates a project proposal for the Energy Manager.
Prepares reports and compiles other related documents (e.g., invoices and documentation require for incentive rebate submissions, etc.) to external fund providers (i.e. FortisBC and BC Hydro) with strict adherence to timelines and requirements.

Promotes incentive and informational programs (i.e. FortisBC and BC Hydro funded projects for energy efficient equipment) to staff and faculty members.

Develops and disseminates reports on the outcomes of energy conservation initiatives and projects to key stakeholders across the University by establishing data requirements and utilizing Energy Management Information System (EMIS), and Fault Detection and Diagnostics (FDD) to inform decision making and planning processes.

Prepares quarterly and annual reports to the Energy Manager for the University Community on the energy consumption and costs, energy breakdown and baseline energy use.

As mandated by Bill-44 Greenhouse Gas Reduction Target Act, conducts an annual Greenhouse gas emissions inventory for all buildings and prepares reports for submission to the government. Tracks trends and calculates greenhouse gas emissions associated with proposed University projects.

In collaboration with the Energy Manager, participates in the establishment of the University’s energy reduction targets and measures progress through energy consumption reports, economic analysis and other related documentation. Manages data in the Energy Management Information System and reports on any abnormalities in energy usage by alerting administrative staff to take corrective measures.

Provides energy related content and updates to be posted on the department website.

Designs, develops and delivers training programs, workshops and information sessions for students, staff and faculty members across the university by identifying relevant topics and training needs for energy efficiency awareness.

Participates as a member of the Energy Committee by attending various meetings, representing the unit on other committees as designated by the Energy Manager, consulting with stakeholders on energy management initiatives, providing advice and updates, and providing leadership for consistent energy conservation practices.

Participates in seminars, webinars, workshops, and conferences in order to maintain professional contacts and to stay informed regarding best practices in energy conservation, sustainability and climate change issues (i.e. ASHRAE, Bill 44 – 2007 Greenhouse Gas Reduction Target Act etc.).

### D. DECISION MAKING

i) Makes decisions regarding:

Recommendation of strategies and priorities for the University’s energy management initiatives to the Energy Manager.

Preparing and submitting reports and proposals for energy management initiatives to the Energy Manager.

The supports and guidance for the operation of the BAS systems.

Identifying and recommending alternate fuels to reduce energy expenditure.

Selecting, coordinating and providing feedback to external consultants involved in energy projects.

ii) Refers decisions regarding:

Approval of unbudgeted expenditures.

Serious performance issues with consultants and contractors.
Approval on changes to the energy management policies and procedures.

E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position: 0
Total number of continuing employees for whom the position has direct responsibility: 0

F. SUPERVISION RECEIVED

The incumbent is expected to exercise initiative and independent decision making in day-to-day activities. The incumbent of the position meets regularly with the Energy Manager to provide updates and discuss problems that may arise. The incumbent follows established guidelines and policies and must exercise sound judgment in making decisions surrounding the planning and execution of programs and services.

G. UNUSUAL WORKING CONDITIONS

The position is based at the Burnaby campus but the incumbent will be required to travel to all SFU campuses. The incumbent may be required to work in confined spaces when conducting site inspections.

H. ENTRANCE QUALIFICATIONS

Undergraduate degree in Engineering supplemented by an energy efficiency training program certificate (i.e. Sustainable Energy Management Associate Certificate, Certified Energy Management (CEM) certificate, Building Energy and Resource Management program certificate etc.), with two years of experience in energy efficiency projects, or an equivalent combination of education, training and experience.

Excellent knowledge of energy efficiency and energy management principles.

Good knowledge of Canadian and Provincial Building Code.

Good knowledge of electrical, mechanical, and building systems.

Good knowledge of dynamic controls DDC including TCP/IP troubleshooting operating systems, set-up and hardware configuration.

Excellent interpersonal, organizational, problem-solving and decision-making skills.

Excellent research and analytical skills.

Excellent project management skills.

Excellent oral, written and presentation skills.

Ability to develop and deliver training programs and presentation.

Ability to work collaboratively with others and to facilitate consensus decision making.

Ability to exercise mature judgment, initiative, diplomacy and tact.

Ability to write reports with accuracy and attention to detail.

Proficient in the use of word processing, spreadsheet, presentation, and database applications.