

1. Position No. 80635, 81405, 80968	2. Descriptive Working Title PROJECT TECHNOLOGIST - ENERGY	3. Present Classification AO IV	
4. Division ENERGY AND SUSTAINABILITY	5. Branch/Section DEVELOPMENT & ASSET STRATEGIES	6. Work Location Fully Onsite	Date April 2018; Revised Oct 2021
7. Position No. of Supervisor 81020	8. Descriptive Work Title of Supervisor SENIOR MANAGER, ENERGY & SUSTAINABILITY	9. Classification of Supervisor EXCLUDED MANAGEMENT	
10. Job Summary:			

Reporting to the Senior Manager, Energy & Sustainability, the Project Technologist, Energy assists in ensuring that all projects developed and administered by BC Housing are consistent with energy and sustainability guidelines. He/she/they provides technical and reporting support for energy retrofit projects, new construction projects, education projects, and in-house sustainability programs. The incumbent assists in the collection of utility data for energy and water use performance tracking and greenhouse gas emission reporting. The position also assists in the development of energy efficiency and sustainability design standards, tenant engagement programs and writes case study reports on sustainability projects.

11. Duties:	
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1. PROVIDES TECHNICAL SERVICES FOR ENERGY PROJECTS AND SUSTAINABILITY PROGRAMS:

- Collects energy and water consumption data from utilities and benchmarking energy and water performance of buildings;
- Supports the gathering of data on greenhouse gas emissions from buildings and BC Housing operations; creates reports and tracks trends
- Researches materials, products, life cycles and costs of a variety of products in use;
- Assists in the management of energy retrofit and sustainability projects in low income housing projects and BC Housing corporate offices;
- Administers collection of energy reduction incentives from utilities and federal and provincial government programs;
- Writes case study reports and communication materials related to energy and sustainability projects;
- Reviews and approves schematic design drawings, design drawings, and construction documents including working drawings, specifications, and instructions to bidders, general requirements and supplementary general conditions.
- Reviews and approves addenda and change orders.
- Reviews requests for alternate materials and methods.

2. PROVIDES TECHNICAL ASSISTANCE TO BC HOUSING MANAGERS AND TEAMS:

- Researches energy efficient and environmentally sustainable products for the purchasing department and design standards group.
- Assists in the development of energy efficiency and sustainability design standards and specifications.
- Provides technical assistance to BC Housing staff and design teams constructing energy efficient new buildings, maintaining existing buildings, and retrofitting existing buildings.
- Provides advice and information on design, construction cost, schedules, details, materials and methods.

3 TENANT AND STAFF EDUCATION

- Designs and implements Staff Education programs related to energy efficiency and environmental sustainability;

5. PERFORMS OTHER RELATED DUTIES THAT DO NOT AFFECT THE NATURE OF THE JOB, INCLUDING PARTICIPATING ON PROJECT TASK TEAMS OR ASSISTING WITH SPECIAL ASSIGNMENTS.

- May be assigned to perform the role of Fire Safety Director for any properties under the incumbent's management and control as required under local and provincial regulations.
- Attends technical forums and seminars to maintain a good knowledge of current industry practice.

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4. Education, Training and Experience		

Diploma in Building Technology, Engineering, Architectural Technology Program or other relevant field

Considerable experience in energy efficiency and environmental sustainability projects

Sound experience with case study report writing, developing business cases and detailed report writing

Sound experience with financial analyses, budget preparation and budget management

Or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound Knowledge of building mechanical, electrical, and green building systems
 - Sound knowledge of energy and economic analysis tools (Greenhouse gas emissions, Life-cycle cost analysis, ROI, NPV, payback).
 - Good knowledge of the BC Building Code
 - Ability to work effectively with in variety of team settings and ability to work independently
 - Ability to read and critique construction drawings and building envelope assessment reports
 - Ability to estimate construction costs for new construction, renovation and building envelope repair projects
 - Ability to be detail-oriented, professional and approachable
 - Ability to create and present educational materials
 - Proficiency in Technical and Case Study report writing and in using MS Office applications (Excel, Word, PowerPoint and Access)
 - Excellent verbal and written communication skills
 - Excellent organizational and planning skills
 - Valid BC Driver's Licence
 - Willingness to travel on Commission business and work periodic evenings and weekends

6. Occupational Certification
