

Competition No:	2021-17	Employment Type:	Full Time
Close Date:	April 7 th , 2021 at 4:00 p.m.	Duration:	Two Year Term
Position Title:	Energy Efficiency Advocate	Regular Rate:	\$29.81/hr
Department:	Operations	Hours of Work:	40 hrs/wk

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of an **Energy Efficiency Advocate** to join our team.

This position will report directly to the Manager of Buildings and Fleet; the incumbent is responsible for promoting Efficiency Manitoba programs to the community and assisting with the City's energy conservation and GHG reduction goals. The Energy Efficiency Advocate helps foster a culture of conservation in the community, empowering its citizens to participate in energy-saving initiatives.

Job Duties

1. Energy Efficiency Program

- Assist with the creation of the Community Energy Efficiency Plan that aligns with the City's energy efficiency goals using Efficiency Manitoba's programs as a foundation to energy reduction.
- Working with all departments, coordinate the development of a Corporate Energy Efficiency Plan for the City.
- Oversee the Community Energy Efficiency Plan, working in partnership with Efficiency Manitoba.
- Raise awareness of The Community Energy Efficiency Plan amongst persons in the City who may be eligible for participation in any residential, commercial, industrial, or agricultural programs, with respect to the Community Energy Efficiency Plan goals and objectives.
- Promote energy efficiency and Efficiency Manitoba Programs at community events, businesses, schools, etc.
- Explain the Efficiency Manitoba program to potential participants, as well as provide assistance in completing the required documentation and the application submission process.
- Help reduce energy consumption in the community and develop an understanding of energy use and requirements.
- Identify energy saving opportunities in the community.
- Participate in frequent training sessions with Efficiency Manitoba.

2. Green House Gas (GHG) Plan

- Review and coordinate the update of the City's GHG Reduction Plan.
- Identify and recommend projects, initiatives and policies that support the City's corporate GHG reduction plan.
- Assist with GHG tracking, reporting and reduction efforts.

3. Policy Analysis

- Review current City policies, procedures and practices and recommend changes to integrate energy conservation and GHG reduction.
- Assist with developing policies and procedures that align with the City's energy conservation and GHG reduction goals.

4. Other duties as assigned.

SPECIFICATIONS/QUALIFICATIONS

Education, Knowledge and Experience

Minimum Requirements shall include:

- High school diploma or equivalent
- University degree in Environmental Science, Public Administration or Commerce
- Demonstrated understanding of environmental issues or College diploma in a related field or seal in a trade related to home building/electrical construction with experience in energy efficiency renovations.
- Proficiency in Microsoft Office (Word, Excel and Outlook)
- Valid Class 5 Manitoba Driver's License
- Ability to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Ability to work independently.

Desired Skills

- Knowledge related to home building/electrical construction considered an asset.
- Sales experience considered an asset.
- Experience developing and writing policy and procedures.

COMMENTS:

This is a two-year term position. Applications will be accepted until Wednesday April 7th, 2021. Interested individuals are to specify position being applied for and attach their resume with a cover letter listing how they meet the minimum qualifications/requirements of position. Resumes/applications are to be submitted to:

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the Contact Information section of this posting.

Contact Information:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.