

# BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## POSITION DESCRIPTION

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**POSITION:** Manager, Energy

**DEPARTMENT:** Campus Planning & Facilities

**REPORTS TO:** Director, Facilities Services

**DATE:** May 2023

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### POSITION SUMMARY

Leads the Institute's strategic energy management initiatives and the implementation and adoption of sustainable energy practices and consumption. Ensures federal and provincial sustainability guidelines and targets are identified, budgeted and successfully executed to ensure Institute compliance. Develops metrics for the measurement and reporting of sustainability plan successes. Exercises leadership capability to support change management initiatives in collaboration with BCIT schools and service departments.

### KEY ACCOUNTABILITIES

Participates as a member of the Campus Planning & Facilities (CPF) management team, and contributes as a senior member of the Facilities Services team, assisting in development of strategies, plans and policies that drive focus and prioritization for achievement of CPF goals. Develops and implements standards, processes, procedures, tools and metrics.

Leads energy management initiatives, including waste management, reduction of greenhouse gases (GHG) emissions, increase in renewable energy, and electric vehicle charging.

Identifies, plans, executes projects and programs to address Institute, municipal, provincial and federal energy and waste reduction mandates to ensure BCIT meets or exceeds all regulatory requirements. Develops metrics for the measurement and reporting of sustainability plan successes.

Provides technical leadership to CPF in pioneering new technologies and approaches to energy use reduction. Evaluates and leads building systems and infrastructure upgrades to align with campus master planning and educational programming requirements.

Prepares business cases for sustainability initiatives related to central consumption of natural gas, electricity, water, etc. Oversees the development of multi-year utility forecasts ensuring that consumption, changes to government regulations, and incentives are accounted for.

Provides advisory services to schools and service departments on energy / GHG, water and waste reduction initiatives. Ensures such initiatives are highlighted and integrated within programs, projects and operations throughout BCIT. Responds to BCIT stakeholders in regards to optimal operations of facilities energy systems, and takes appropriate corrective action as required to achieve mutually acceptable outcomes.

Develops reports and policy proposals for the Institute related to energy / GHG, water and waste reduction practices. Reports out to BCIT community as appropriate.

Manages capital budgets for energy management projects and programs and operational budgets for BCIT utilities accounts. Researches and submits applications for available grants and incentive funding from various government agencies for energy conservation initiatives.

Collaborates with Safety, Security and Emergency Management team on areas of common interest. Works with the department to develop best practices from relevant sectors (industrial, construction, maintenance, etc.) that assists with setting a standard of excellence in safety practices.

Ensures BCIT Facilities Services Apprentices are given a broad exposure to systems, operations and safety.

Assumes the role and responsibilities of other managers of Facilities Services as required, including sharing on-call and after-hours responsibilities.

Participates in professional organizations and associations, maintains appropriate professional designations and remains current in best practices and trends for energy management sustaining practices and methods.

Manages reporting staff, including selection, coaching, mentoring, development, performance management and all other people-management practices. Collaborates with Director on performance-related matters.

## **QUALIFICATIONS & REQUIREMENTS**

- Master's degree in Environmental Management or related discipline.
- Completion of energy efficiency training such as Association of Energy Engineers (AEE) Certified Energy Manager, Canadian Institute for Energy Training (CIET)
- Seven (7) years' experience in similar roles within the post-secondary or government sectors focused on organizational excellence in GHG reduction.
- Professional Engineer (P.Eng.) designation is an asset.
- Energy Management Training or Leadership in Energy and Environmental Design (LEED) professional accreditation is an asset.
- A combination of education and experience may be considered.
- Expert knowledge of concepts, theories, practices and techniques in energy conversation and environmental sustainability.
- Experience in GHG reduction should be in planning, project or program execution and operations within electrical and lighting systems and/or mechanical systems.
- Solid people management and coaching skills and ability to manage direct policy staff.
- Advanced relationship management, communication and interpersonal skills with ability to persuade others and build collaborative relationships with internal/external stakeholders.
- Solid project planning and execution skills, with ability to establish processes and manage achievements against key metrics.
- Experience in budget planning, financial management and resource management.
- Advanced analytical skills and ability to apply sound judgment in problem solving, evaluating courses of action, and making recommendations and/or decisions.
- Proficiency with standard office systems and applications