



Business Energy Advisor

Job Type

Full-time, one-year contract subject to continuation of funding received from LiveSmart BC.

Job Purpose

The role of a BOMA Business Energy Advisor (BEA) is to provide assistance to qualifying BOMA member organizations with the implementation of energy efficient projects. Your involvement would include: conducting on-site energy assessments, product research, development of business cases and project management duties as required. The BOMA BEA will be an active participant within the BOMA Energy Management Program (EMP) including: BOMA BEST, BOMA uTrack, e-Energy Training Total Waste Management and energy conservation awareness campaigns.

Minimum Education Required

Qualified candidates must possess at least one (1) of the following:

- Graduate from the BCIT Sustainable Energy Management Program (SEMAC)
- Masters designation in business or appropriate business field
- Registered Professional Engineer
- Certified Energy Manager (CEM)
- Certified Business Energy Professional (BEP)
- Certified Journeyman Electrician or Certified Technician (HVAC, instrumentation, or other relevant discipline)
- Graduate from the Douglas College Building Energy and Resource Management Program

Required Skills/Experience

Three years of work experience in business that includes:

- Five (5) years work experience in customer service/sales
- Strong organizational, communication and interpersonal skills
- Demonstrated experience or knowledge in conducting energy assessments of small scale commercial buildings including knowledge of and ability to use auditors instrumentation
- Demonstrated interest and enthusiasm related to energy efficiency (work/volunteer experience)
- Has a clear understanding of the small business organizational structure and culture within individual business sectors (foodservice, retail, office based services, accommodation, and agriculture) and understand how to effectively work within these sectors
- Familiarity and knowledge of energy efficient technologies and principles thermodynamics, building science, heating, ventilation and lighting systems (Implementation of a project or attendance of a course)
- Understanding of energy costs, energy performance, demand profiles and load inventories
- Experience in identifying savings opportunities, developing business cases and detailed report writing
- Understanding of the different systems and programs that provide funding support to the sector

- Experience with financial analyses, budget preparation and budget management and project management

Duties and Responsibilities

- Identify businesses eligible for the LiveSmart BC: Small Business Program
 - Proactively market and promote the Program to small businesses within the membership of BOMA BC.
- Approach eligible businesses directly (phone, personalized email, face to face) to encourage them to participate in the program.
- Conduct on-site technical energy assessments.
- Conduct product research and evaluation of energy efficiency products and services
- Review and access available utility company and other energy efficiency initiative programs
- Develop and deliver written energy efficiency business cases with recommended actions
- Provide project management assistance including preparation of incentive applications and submission of incentive applications as required.
- Collaborate with building representatives to schedule contractor site visits and installations.
- Where appropriate, assist businesses in accessing low interest funding through financial institutions such as Van City's ecoEfficiency loan program, and the Canada Small Business Financing Program.
- Actively participate with LiveSmart BC, Small Business Program staff through regularly scheduled meetings to continue to develop and improve the effectiveness of the LiveSmart BC, Small Business Program.
- Promote and support all BOMA BC programs including but not limited to; BOMA BESt, BOMA uTrack, e-Energy Training and Total Waste Management.
- Help plan and participate in energy and environment themed events and awareness campaigns planned by BOMA EMP team and Energy and Environment Committee
- Assist Energy Manager with association communications and marketing material relating to energy efficiency and sustainability initiatives
- Submit quarterly reports to LiveSmart BC outlining all current and planned projects that will result in energy savings
- Participate in association networking events.
- Perform other related duties as required

Compensation

Compensation for the Business Energy Advisor position will be based on qualifications and experience.

To Apply

Please forward a complete resume, including professional credentials and a minimum of three current professional references no later than **June 5, 2013**.

Attn: Daniel Klemky
Energy and Environmental Manager
BOMA BC
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By mail: 556-409 Granville St., Vancouver, BC, V6C 1T2