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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Analyst, Energy and Climate Change

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$83,171.71 to \$103,964.77

Closing Deadline: August 2, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Program Manager, Energy and Environment, the Analyst, Energy and Climate Change will be responsible for the development and implementation of conservation demand managements programs, energy efficient measures and broad environmental, climate change and energy management initiatives. This role will also renew, monitor and maintain the Energy Conservation and Demand Management Plan (ECDMP), Community Energy Plan, Climate Change Adaptation Plan and the Corporate Environmental Action Plan and other strategic plans and policies as they arise. This role will research and apply to available government grants and utility incentives and will explore strategic partnerships to identify and fund energy efficiency and environmental projects. The Analyst will also provide interpretation of Environmental Acts and Regulations and develop best practices, guidelines, policies and procedures to ensure compliance.

Responsibilities

Energy Conservation

- Responsible for implementing, monitoring and updating the Energy Conservation and Demand Management Plan (ECDMP) through the Ontario Regulation 25/23.
- Works with utility companies and seeks incentive opportunities.
- Collaborates with Town's Managers/Supervisors (Facilities, Operations, Fleet) to implement energy efficiency improvements/measures that are cost effective.
- Responsible for building and maintaining the Town-wide energy management system (EMS) for all Town energy and GHG emission sources, track and monitor key performance indicators and analyze energy use for the Corporation (e.g. energy bills and reporting information).
- Summarizes, reports and presents on energy and climate change topics and results of EMS with the Town staff with performance monitoring.
- Actively pursues greenhouse gas (GHG) emission reduction opportunities in all aspects of the Town's business, working towards the Town's strategic environmental goals and objectives.
- Formalizes KPIs and tracking mechanisms to monitor and report on progress towards short and long-term targets. Develops and utilizes key performance measures to track energy reduction and document performance.
- Develops and implements a Monitoring and Verification program for the Town, including procedures and processes, supporting policies and municipal best practices.
- Supports the implementation of the Community Energy Plan with the focus on energy management and reducing greenhouse gas (GHG) emissions.
- Reports regularly to Council/Committee on project and plan progress and presenting strategic plans.
- Develops energy efficiency standards to guide the procurement of Town-owned equipment.

- Identifies, assesses, prioritizes and recommends to senior management energy-saving opportunity projects.

Climate Change and Environment

- Responsible for monitoring and updating the Corporate Environmental Action Plan or other environmental plans and initiatives, as required.
- Responsible for overseeing the implementing of the Climate Change Adaptation Plan for the Town and advice Town Departments on climate change adaptation matters.
- Undertakes analysis in support of establishing climate change adaptation measures, in collaboration with other Town Departments.
- Participates in the Environmental Advisory Committee as the Town liaison.
- Supports the monitoring and implementation of the Natural Capital Asset Management Plan and the Corporate Asset Management Plan as required.

Other Duties

- Researches and applies to available government grants and incentives and prepares applications to maximize potential savings. Explore strategic partnerships with the private sector to identify and fund energy efficiency and other environmental projects.
- Propose and implement policies, procedures and strategies related to energy, environment and climate change.
- Conducts background research, benchmarking, monitors energy legislation for possible impacts to the Town, provides interpretation of Environmental Acts and Regulations, develops best practices, guidelines, policies and procedures to ensure compliance.
- Collaborates with the Program Manager to present key findings, propose policies to the senior management and develop reports to Council for approval.
- Prepares energy and environmental specifications for Tenders, Request for Quotations and Terms of Reference; and making recommendations on the hiring of various consultants/contractors as may be required to support departmental projects; monitors and supervises their work; administers agreement(s) with consultants/contractors for assigned projects.

Qualifications

- University degree in Civil/Environmental/Mechanical Engineering and/or a discipline related to environmental sustainability such as Planning or Architecture. A Master's degree is an asset.
- Professional accreditation or eligibility for same in the Association of Professional Engineers of Ontario or Membership in the Canadian Institute of Planners and Ontario Professional Planners Institute and designation as a Registered Professional Planner (RPP).
- A Certified Energy Manager (CEM) designation, Certified RETScreen® Expert (CRE), Certified Measurement & Verification Professional (CMVP) or Greenhouse Gas Inventory Quantifier or be working toward one of these designations is an asset.
- Accreditation through Leadership in Energy and Environmental Design (e.g. LEED Green Associate, LEED AP) is an asset.
- At least 5 years of demonstrated experience in the energy sector with experience with demand conservation, delivering energy management and environmental programs including monitoring procedures, quality assurance/control concepts, utility billing and database management, construction and environmental protocols.
- Demonstrated knowledge of energy management topics including energy markets, energy and GHG calculations, building and HVAC operations, fleet and vehicles operations, water and wastewater processes.
- Familiarity with energy management principles and methods, building automation systems, benchmarking initiatives and best practices, Occupational Health and Safety Act, Ontario Building Code, Plumbing Code, Municipal Act, Technical Standards and Safety Act and other applicable energy and safety-related legislation/regulations/guidelines.
- Knowledge of environmental policies and legislation related to federal, provincial, and local agencies with strong emphasis on issues of energy policy, renewable energy and climate change.
- Strong project and time management, organizational, problem-solving, conflict resolution, report writing and presentation skills.
- Ability to deal courteously and effectively with all levels of staff, government, general public,

developers, rate-payer groups, consultants, contractors etc.

- Computer literacy utilizing MS Office and RETScreen® or other energy management software applications.
- Excellent analytical, problem-solving, critical thinking and integrated decision-making capabilities; ability to extract patterns and trends with models from real world data sets; demonstrated mathematical ability, including statistical analysis, lifecycle costing and graphical interpretation, performance analysis, and utility bill management.
- Reliable vehicle to use on corporate business and valid class "G" driver's licence, in good standing.
- Availability to work flexible hours and/or overtime as may be required.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.