



STUDENT TRANSPORTATION  
CHILD CARE  
ENERGY & ENVIRONMENTAL  
COMMUNITY USE OF SCHOOLS

Chatham-Kent Lambton Administrative  
School Services (CLASS) Invites Applications for the position of:

### **Energy & Environmental Coordinator**

CLASS is a shared services organization owned equally by the Lambton Kent and St. Clair Catholic District School Boards. Our organization provides shared services in student transportation, community use of schools, child care and energy & environmental services.

This is a CLASS Employee Group (CLASSEG) position based in our Wallaceburg office location. Salary Range: \$68,000 - \$80,000 with a comprehensive benefit package and enrollment in OMERS (Ontario Municipal Employees Retirement System) pension plan.

#### **POSITION SUMMARY:**

Reporting to the CLASS General Manager, the Energy & Environmental Coordinator is a consultative role that provides leadership and support to the Boards in fulfilling their commitments to energy conservation, environmental stewardship, and sustainability.

The Coordinator will act as a system resource and liaison with the school boards, the Ministry of Education, Utility Providers and Energy Consortiums. They will be responsible for monitoring utility consumption, recommending areas of potential energy savings, and supporting the implementation of the Board's Multi-Year Conservation Demand and Energy Management Plans. Additionally, this position is responsible for administering the application process for energy conservation incentives and rebates on behalf of the Boards. The position will also collaborate with Board curriculum contacts to implement programs / initiatives / tools / supports that will positively impact occupant behavior and raise system awareness of energy conservation. Another component of the position includes focusing on assisting the Boards in capital planning with a lens of energy conservation and incentive perspectives.

The candidate must leverage active partnerships with the Boards by developing, leading & supporting initiatives that bring energy conservation data, awareness and program engagement into schools. They must effectively work autonomously, demonstrate self-motivation and initiative and be well versed in the principles of energy conservation, monitoring systems, energy loss inspection procedures, energy conservation techniques, data analysis, and report preparation.



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### **RESPONSIBILITIES:**

- Act as chair and secretary to the Energy & Environmental steering committee;
- Provide energy management planning support to Boards;
- Responsible for research and investigation of energy incentives and rebates;
- Integrate energy savings technology into the building facilities renewal programs with preparation and presentation of business cases including ROI / payback;
- Liaise with utility suppliers, service agencies and energy consortiums to ensure accuracy of all utility consumption data and unit rates;
- Maintain and monitor utility reporting requirements through the Utility Consumption Database and prepare reports in compliance with relevant legislation, the Ministry of Energy, Ministry of Education, and other authorities having jurisdiction;
- Utilize Board databases for energy-saving or environmental initiatives;
- Develop, promote, implement and co-ordinate occupant behaviour energy conservation programs within school facilities;
- Act as a resource for schools with respect to energy and environment;
- Provide utility benchmarking, trouble shoot monthly usage variances and assist in the preparation of cost estimates for the annual utility budgets;
- Access energy conservation grants and incentives for energy efficiency projects;
- Identify energy saving opportunities by analyzing consumption data and developing action plans for capital improvement projects & operational / maintenance changes;
- Ensure energy conservation initiatives and incentive/rebate applications are quantified, tracked and reported;
- Support the development and implementation of a Board-wide energy conservation program and participate in all Board-wide sustainability activities;
- Compile regular reports on the consumption of electricity, natural gas and water and recommend areas where corrective action is required;
- Support the achievement of the Boards Multi-Year Conservation Demand and Energy Management Plans;
- Provide strategic direction, leadership, strategies, and comprehensive expertise to all energy consumption & greenhouse gas emission reduction initiatives by the Boards;
- Provide support to develop Board standards, specifications, practices, and procedures to ensure consistency in products and design;
- Prepare and present reports related to energy;
- Investigate opportunities for cost effective energy & utility purchase agreements;



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- Promote the Board's values of environmental stewardship and sustainability;
- Work as a proactive and collaborative team member to provide shared services for the Boards in accordance with CLASS policies and best industry standards of practice;
- Successful candidate must maintain confidentiality and adhere to related privacy legislation and confidentiality policies;
- Must be able to work extended hours when required at peak times; and
- Provide operational support as required and assume other duties as assigned.

### **QUALIFICATIONS:**

#### **Education**

- Graduate of an accredited College Diploma or University Degree in Energy Conservation or Environmental Engineering with five years related experience;
- Combined progressive experience in facilities services, building environmental operations, energy management; or equivalent as deemed by the hiring committee;
- Current Professional Engineers of Ontario (PEO) license, Certified Energy Manager (CEM), or Certification or Certified Engineering Technologist (CET) an asset; and
- Must hold a valid Ontario driver's license.

#### **Experience and Skills**

- Five years of related experience after certification would be an asset;
- Working knowledge of the Ontario Building code, Ontario Occupational Health and Safety Act, Ontario Fire Code, and the Environmental Protection Act;
- Working knowledge of renewable resources, greening projects, Ecoschools initiatives, Provincial / sector trends and global issues;
- Working knowledge of state-of-the-art HVAC systems, computerized control systems, energy management systems, lighting control systems, and electrical systems, relevant provincial laws, codes and regulations;
- Knowledge of and experience with the Independent Electricity System Operator's Conservation First Framework and saveONenergy incentive programs an asset;
- Excellent computer skills using Microsoft Office (including spreadsheet, database management, Word, PowerPoint, electronic communication and online research), demonstrated ability to quickly develop proficiency in custom software applications;
- Proven organizational leadership skills, exemplary written and oral communication skills, and the ability to work successfully within structured timelines / budgets and with multi-disciplinary groups of stakeholders;



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- Demonstrated ability to build and maintain collaborative working relationships;
- Knowledge and understanding of the complex and reciprocal connections among different elements of the Board's organization;
- Proven interpersonal skills exhibiting diplomacy and constructive team-based skills with wide variety of stakeholders;
- Position requires a dynamic individual who can contribute to the continuous improvement of the organization through teamwork and customer service;
- Strong organizational, analytical, research, budget, problem solving, strategic thinking and planning skills;
- Creative thinker and problem solver, open to new ideas with ability to effectively manage approved multiple priorities;
- Results oriented and comfortable working under minimal supervision or in a team;
- Must have a flexible approach to work schedule and duties; be comfortable dealing with unpredictable workflow and functioning in a changing work environment;
- Preference given to individuals with experience or knowledge of School Board operations or comparable public sector / complex organizations;
- Previous supervisory experience would be an asset; and
- Must possess a reliable personal vehicle as travel is required throughout the district.

Qualified candidates interested in this position may submit a cover letter, resume, proof of educational qualifications and three written references from professional associates electronically **by 3:00 pm Monday November 16th, 2020**, attention:

General Manger, CLASS  
Email address: [careers@cklass.ca](mailto:careers@cklass.ca)

We thank all applicants for their interest. Only those selected for interview will be contacted. No phone calls please. CLASS is committed to equity in employment. We will provide reasonable accommodation, based on any of the human rights protected grounds, during the hiring process if advised in advance.

Successful external candidates will be required to provide an original Criminal Record Check, including a Vulnerable Sector Screening, prior to the commencement of employment. The CRC must be dated within 6 months of the date of acceptance of employment.

Learn more about CLASS: [www.cklass.ca](http://www.cklass.ca)