
Job Title: Sustainable Operations Program Analyst

Employment Status: Permanent Full-Time

Reference Code: 18-EXT-07-340

Closing Date: May 14, 2018

Location: Midhurst, Ontario



Position Summary

Responsible for providing analytical and administrative support to the Sustainable Operations Program, monitoring of building automation systems data and reporting anomalies, assisting with equipment retrofits and troubleshooting, responding to client inquiries, and supporting the development of promotional and educational information. This position is highly focused on energy and utilities management, sustainable operations and green procurement. The Sustainable Operations Program Analyst will report directly to the Sustainable Operations Program Supervisor within the Procurement, Fleet & Property Department.

Position Requirements

1. Minimum two (2) year post-secondary education e.g. Data Analyst, Mechanical Engineering, Building Environmental Systems, Energy Systems Engineering, Energy Management – Built Environment or a related program.
2. A minimum of two (2) years in a similar position e.g. Data Analyst, Sustainable Operations or Energy Management Analyst or Technician, Energy Cost Analyst, experience with a local distribution company or other utility company.
3. Certified Measurement and Verification Professional (CMVP) designation acquired, in progress, or willing to acquire would be beneficial.
4. Basic understanding of building automation systems.
5. Familiarity with and basic understanding of utility invoices would be beneficial especially electricity and natural gas.
6. Technically inclined with highly advanced spreadsheet management and data entry skills with a combination of speed and accuracy.
7. Demonstrated analytical skills, experience in working with large amounts of data, identifying anomalies.
8. Basic understanding of the Green Energy Act and its requirements for municipalities, green procurement practices, alternative energy e.g. a working knowledge of solar, wind and geothermal energy systems, greenhouse gas and carbon measurement concept would be beneficial.
9. Understanding of basic accounting principles and the procure to pay process.
10. Ability to anticipate and troubleshoot complex energy issues.
11. Familiarity with SAP would be beneficial.
12. Possess a valid Ontario class G driver's license with a clean driver's abstract and access to a reliable vehicle.

Compensation

\$25.56 - \$31.48 per hour (as per Collective Agreement)

Union: Canadian Union of Public Employees, Local 5820, Bargaining Unit 5820.01

To Apply

View the job description and submit your application online at www.simcoe.ca/jobs

The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.

Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.