



## **CONTRACT POSITION: ENERGY ADVISOR**

**Organization:** City Green Solutions [www.citygreen.ca](http://www.citygreen.ca)

**Posted:** December 2017

**Closing Date:** Early applications encouraged. Open until filled.

City Green Solutions is an enterprising non-profit with a mission to excite, inspire and lead British Columbians in finding innovative home and building energy efficiency solutions.

We are seeking to engage subcontract registered energy advisors that are interested in working in BC. Energy advisors are independent subcontractors who are trained and registered to deliver EnerGuide Rating System (ERS) energy evaluation services for new and existing homes.

Preference will be given to those who:

- have a solid academic or work experience background in building science or building energy retrofits or energy efficient new construction;
- are interested and dedicated in investing most of their working time in being an energy advisor

### **Training Requirements**

- Completion of Natural Resources Canada Exams
  - Foundation Level (Building Science) Exam
  - Energy Advisor Exam
- Completion of field training files for existing and new homes
- There will be a fee charged for field training and technical support.
- Contact City Green for details on exam and field training requirements and associated fees.

### **General Qualifications**

- Preference for individuals who have acquired qualifications for EnerGuide Rating System Version 15, individuals previously trained and working with a Service Organization licensed by Natural Resources Canada, or individuals with the skills and knowledge to quickly complete training.
- Plans to work near full time as an energy advisor;
- Ability to interact well with homeowners and builders;
- Demonstrated knowledge of, and experience with, building construction and/or building science;
- Demonstrated knowledge of energy efficient products and materials;
- Strong administrative skills to meet the reporting requirements of government and utility programs;
- Ability to keep up to date with and explain complex and changing rebate programs;
- Ability to read and interpret blueprints;
- Excellent computer skills and capacity to do complex energy modelling;
- Possession a valid British Columbia driver's license – in good standing;
- Applicable WCB coverage;
- Access to a reliable vehicle with liability insurance of not less than \$2,000,000;
- Commercial liability (minimum \$2,000,000) and errors and omissions (minimum \$1,000,000) insurance;
- Motivated to work as an independent contractor and ability to market your own services;
- Completion of a Criminal Record Check;
- Provide your own equipment required for performing and modelling ERS evaluations (including vehicle, blower door equipment (approx. \$3500), low-E detector, tools/ladder, safety equipment, computer, cell phone, and printer);

- Interested in continual learning to meet the evolving knowledge requirements of the energy efficiency sector in BC including the BC Energy Step Code;

### Responsibilities

- Operate as an independent contractor to conduct existing and/or new homes energy efficiency evaluations in full compliance with Natural Resources Canada requirements;
- Communicate with City Green staff for training, file resolution, quality assurance and educational purposes;
- Perform work in a timely and organized fashion;
- Punctual for pre-set appointment times;
- Respond promptly to all client and/or City Green questions and requests;
- Attend scheduled training sessions as required;
- Purchase and maintain the required equipment: In addition to their own vehicle, advisors need to have a blower door with digital manometer (approx. cost \$3,500), laptop computer, high speed internet connection, low-E detector, ladder, safety equipment and small hand tools.

**If you are interested in being considered as a Registered Energy Advisor, please send a cover letter and resume to [zhi.chen\[at\]citygreen.ca](mailto:zhi.chen@citygreen.ca), highlighting:**

- Your relevant experience
- Whether you have already passed the NRCan Energy Advisor and Foundation Level Exams
- Geographical service area you are willing to cover,
- Interest in new homes, existing homes, or both
- Availability for work (full time, part time, etc.).

Qualified candidates will be contacted by the Program Manager.

### About City Green

City Green is a leader in the creation of innovative energy conservation programs in BC for residential, commercial and institutional buildings, including the [BC Home Energy Coach Program](#). City Green holds licenses with Natural Resources Canada to deliver EnerGuide Rating System energy evaluations for new and existing homes, multi-unit residential buildings, and the ENERGY STAR® for New Homes Initiative in Canada. For details see [www.citygreen.ca](http://www.citygreen.ca).