Job Title: Energy Analyst  
Reports To: Director of Sustainability INDIRECT: CEO

Purpose:
The Thompson Okanagan Tourism Association, in partnership with FortisBC, has established a position (1 year contract) to engage tourism businesses within the Thompson Okanagan region and provide expertise for natural gas and electricity savings through energy efficiency upgrades and FortisBC incentives. This role, based in Kelowna will be instrumental in helping Tourism organizations use data to better understand their energy use patterns, building management equipment/systems and energy-savings opportunities.

The Energy Analyst will assist organizations in the identification and implementation of energy-efficiency projects. The analyst will support participation in the FortisBC rebate programs, resulting in energy and cost savings for their organization.

The analyst will conduct energy billing analyses, help establish data collection processes for understanding building’s energy equipment and automation systems, and benchmark performance. Through these methods, an energy analyst identifies areas for optimization within organizations.

Key Functions and Responsibilities  
Responsibilities can include but are not limited to:

- Structure, organize and analyse data points including but not limited to meter data, billing data and consumption information for natural gas and building management systems
- Establish ongoing processes for permanent data collection within the organization
- Identify and present opportunities for reducing natural gas and electricity use through data analysis and the following key metrics:
  - gas asset management
  - trend logging
  - recommissioning
  - metering management
  - benchmarking
  - portfolio evaluation
  - HVAC optimization
  - building controls optimization
  - utility billing analysis
**Education:**
Two of the following:
- bachelor’s or master’s degree in applied science, engineering, business, computer science, math or data analytics
- additional courses related to energy efficiency, building science, accounting, bookkeeping, and sustainability

**Key Performance Indicators**
- Inventory and assessment of 150 Biosphere Committed program members, in coordination with the Eco-efficiency assessment team
- Amalgamation of the assessed data through the creation of a template and reporting document for all assessed organizations
- Create a priority list of 50 program members who will have your full support to apply for government and FortisBC incentive programs. Provide the balance of program members with the information on the FortisBC Programs available to them if applicable.
- Create a quarterly report to outline all potential projects and opportunities found through data analysis that will result in natural gas and electricity savings
- Have program members access at least $60,000 worth of FortisBC Incentives within a 12-month period
- Provide energy and environmental metrics to Fortis BC and provide measurement for the work being undertaken by TOTA as a member of the International Network of Sustainable Observatories as well as the ongoing certification of the region as Biosphere Sustainable.

**Job Requirements**
- Experience successfully working in a team environment
- Interest in energy efficiency demonstrated through qualifications, volunteering, work experience, or a combination of these
- Demonstrated ability to meet deadlines
- Effective communication skills including verbal, written and presentation skills
- High level of proficiency with Excel or equivalent
- Experience with Portfolio Manager, Retscreen, Zigbee or other control protocols or equivalent energy software
- Experience with delivering reports and presenting numerical, financial and statistical information
- Passion and demonstrated aptitude for working collaboratively and building effective working relationships with a wide variety of individuals
- Commitment to continuous improvement
- Goal oriented
- Self-motivated
- Able to work independently
- Able to work under pressure within tight timelines
- Able to represent TOTA well in all circumstances
- A valid driver’s license
- Able to work flexible hours as required, although this position is a 37.5-hour week

**Skills**
- A strong interest in energy efficiency, sustainability, sustainable building design, building controls, HVAC and data analytics
- Demonstrable understanding of fundamentals of building science, heat transfer and thermodynamics
- Knowledge of green building programs and energy-efficient building principles
- Experience with energy modelling software such as HOT2000, eQuest, OpenStudio, EnergyPlus, and/or DesignBuilder is an asset

Apply:
Please send your resume and cover letter to hr@totabc.com

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.