

Retrofit Technical Lead

Job Title:	Retrofit Technical Lead - Deep Retrofit Accelerator Project Team
Pay Grade:	\$75,000 to \$87,500 - commensurate on experience and qualifications
Reports to:	Retrofit Accelerator Lead
Position type:	Full-time
Location:	Ottawa and Eastern Ontario, remote office

About Us:

EnviroCentre is an environmental not-for-profit organization committed to creating sustainable and equitable pathways to a low-carbon future. Our Retrofit Accelerator Program is a dynamic initiative dedicated to supporting social housing providers in Ottawa and Eastern Ontario in planning, financing, and executing deep energy retrofits on their housing units. Our mission is to empower social housing providers to improve the energy efficiency and sustainability of their housing units, ultimately enhancing the quality of life for residents while contributing to a greener and more sustainable future.

Job Description:

As a Retrofit Technical Lead, you will play a pivotal role in driving the success of our deep retrofit accelerator project. You will be responsible for overseeing and executing all technical aspects of the deep retrofit process, from energy audits and modeling to materials selection and project delivery. Your contributions will be vital in our mission to make social housing units more energy-efficient, sustainable, and cost-effective for the long term.

Key Responsibilities:

1. Conduct building energy audits and energy modeling for small residential, small Multi-Unit Residential Buildings (MURB), and large MURB structures.
2. Develop recommendations for deep retrofits and energy-saving measures based on audit findings.
3. Develop deep retrofit plans, including recommendations for materials and construction.
4. Collaborate with regional manufacturers, researchers, and product designers to customize retrofit materials for social housing units.
5. Create technical components of retrofit archetypes for different building types.
6. Assist in the development of training materials for trades involved in the retrofit process.
7. Provide quality assurance checks and technical oversight at each stage of the deep retrofit project.

8. Oversee and manage all technical aspects of the deep retrofit project delivery.
9. Collaborate with the project manager and the retrofit accelerator team to ensure project success.

Qualifications:

1. At least 3 years' experience in a professional assessor role; 5 years preferred.
2. Must hold certification for Multi-Unit Residential Building (MURB) energy audits.
3. Must be net zero energy certified, or willing to complete certification for the role
4. Strong background in construction project delivery and project management, with a minimum of 5 years of experience.
5. Knowledge of total cost of building ownership analysis is preferred.
6. Exceptional technical skills related to building energy modeling and deep retrofit planning.
7. Strong communication and collaboration skills to work effectively with a multidisciplinary team.
8. Ability to think creatively and innovate in the context of deep retrofits for social housing.
9. Detail-oriented and dedicated to ensuring high-quality retrofit outcomes.

Working Conditions

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to ensure employees have the tools they require to effectively work from home
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets
- Home-office environment with frequent computer use
- Occasional evening or weekend work

In addition to competitive pay, we offer:

- 35-hour work week and the ability to work flexible hours
- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays
- Health, dental and wellness coverage for you and your dependents
- Paid sick days, and additional time off for personal and care responsibilities
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, gender, religion, sexual orientation, national origin, disability,

genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely, and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-deserving groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team, and we are willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: October 29, 2023

Anticipated start date: As soon as possible

Important:

Please send your resume and cover letter in one document to info@envirocentre.ca

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC2023012)

Example: Firstname_Lastname_ EC2023012.

Please also put the Reference# EC2023012 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.