



Helping people live sustainably

Job Posting
Registered Energy Advisor
September 6, 2017

Term of contract: October 1, 2017 onward on an occasional basis
Start date would be dependent on applicant's current qualifications
Part-time piecemeal

Salary range: Per file payments as per Reep's fee schedule

About Reep

Reep Green Solutions is an environmental charity that helps people live sustainably. Our current focus is on addressing climate change through residential energy efficiency and storm water management. Many of our programs and services are delivered using a social enterprise model.

To date we have assessed the energy efficiency of over 15,000 homes. Participants who have followed our energy-saving recommendations are collectively reducing over 21,000 tonnes of CO₂ emissions per year through home energy retrofits.

Reep offers a number of other services in addition to the home energy evaluation. Visit our website at www.reepgreen.ca.

Position Summary

Reep Green Solutions seeks a **Registered Energy Advisor (REA)** in **Guelph, Ontario and surrounding area** for the delivery of the EnerGuide Rating System (ERS15) audits. Join our friendly and dedicated team of energy professionals in delivering audits, encouraging homeowners to make deep retrofits in their home, qualify for incentives and reduce greenhouse gas emissions.

If you have a technical background in building science, excellent oral and written communication skills, and are willing to undertake additional training, contact us to be considered for an energy advisor position.

This position reports to the Associate Director, and is responsible for working with clients in the aforementioned areas to maximize residential energy efficiency and related environmental impacts.

Some flexibility with regards to individual advisor service areas is available.

Remuneration is offered on a per-file basis at an industry-competitive rate. Compensation is dependent on file volume and advisor availability, but this is projected to be a part-time position in the range of \$15 000 – \$20 000 annually.

Responsibilities

- Conduct residential audits as scheduled by our office, using the EnerGuide for Houses most current system procedures
- Prepare, present, and explain custom Home Energy Plans to residential customers
- Promote and conduct follow-up audits with residential customers
- Complete and submit, on a timely basis, all required reports and electronic files
- Complete and submit required paperwork for any applicable incentive programs
- Respond promptly to all issues and inquiries
- Promote related services and programs
- Conduct follow up phone calls with customers as required

Qualifications

Preferences will be given to candidates who are Registered Energy Advisors and recently active Certified Energy Advisors.

A detailed knowledge of the HOT2000 program is required, as well as building construction knowledge. A key attribute is strong customer service, computer and communications skills, both verbal and written.

Candidates must have their own cell phone, digital camera, laptop, scanner, high-speed internet at home, and access to a vehicle. Additional small items required are a step ladder, pliers, flashlight, tape measure, short extension cords, and a retractable knife.

Candidates should be willing to work some evening and Saturday appointments. Candidates must be able to lift blower door, boxes of inventory, climb ladders and be in a general state of good physical fitness.

Candidates should have strong interpersonal and social marketing skills and a demonstrated commitment to environmental goals.

Possession of a valid Ontario driver's license and access to a reliable vehicle with liability insurance of not less than \$1 000 000 is required.

Training

REA Training (unpaid) is expected to be available in mid-October for candidates requiring that training. Foundation Exam must be successfully completed prior to this training. For candidates who are REA's additional Green Communities Canada training will be required.

Employment Status

Reep anticipates an increase in the number of evaluations to be done in Guelph and the surrounding area while incentives are available. This is therefore a part-time position with sporadic work, subject to demand. The successful candidate will conduct approximately 2 audits per week, with potential for more, depending on demand. This work is appropriate for someone with the flexibility to work when needed, with no guarantees on the number of audits that can be provided.

Time required

Each basic audit takes 2-3 hours on-site plus an additional 2 hours for home office reporting and providing reporting information to Reep's customer service team. Mileage is included in the fee schedule.

Interested applicants please forward

- a) cover letter
- b) resume
- c) 3 references

via email to Siewyee Sai, office@reepgreen.ca by **noon, September 18, 2017**.

