



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Senior Energy Specialist
DEPARTMENT: Planning and Engineering (60%) & KIBDC (40%)
SUPERVISOR: Planning & Engineering Manager
TERMS: Full-Time, 2 Year Term
REFERENCE #: 2024-013 (REPOST)

PURPOSE OF POSITION:

The Senior Energy Specialist supports the planning and implementation of policies and programs that move Tk'emlúps te Secwépemc (TteS) towards a low-carbon energy future.

To help achieve this objective the incumbent will, but not limited to: support implementation of TteS' Community Energy Plan; explore renewable energy opportunities and lead the development of renewable energy projects; implement climate change mitigation and adaptation policies in planning and corporate decision making that improve energy efficiency and reduce energy consumption and GHG emissions.

DUTIES AND RESPONSIBILITIES:

- Lead policy development and implementation to advance low carbon energy initiatives;
- Develop and execute plans to raise corporate and community awareness of external programs and incentives for low carbon energy solutions;
- Identify issues/gaps/opportunities through technical analyses and liaison with staff and key partners;
- Act as a champion and project manager for key energy initiatives;
- Explore and develop business cases around hydrogen and renewable natural gas-related projects including all necessary analytical work and presenting findings and recommendations to internal management and/or advisory committees;
- Manage, negotiate and coordinate projects, programs and related grants and contracts with government, utility, and other community partners;
- Where applicable, oversee consultant selection processes and guide project contractors;
- Prepare and submit quarterly reporting outlining progress against identified work plan, including quantification of any associated energy savings and greenhouse gas emissions reductions; and
- Perform other related duties as required.

FINANCIAL RESPONSIBILITY

Creation of Financial Tools

Create appropriate project and initiative budgets, feasibility studies, business plans, market studies, financial models, cash flows etc. in concert with appropriate external consultants. Budgets could range from \$5,000 to \$15,000,000

Financial Management and Analysis

- Monitor project and initiative expenditures, calculates budget balances, advises on fund availability, and updates account balances in concert with the KIBDC/Planning and Engineering Department Manager, the Finance Department, the Executive Director of Finance, Chief and Council, and the Finance and Audit Committee.
- Process invoices and manages accounts relating to project and initiative expenditures with the correct budget and expense code.
- Has signing authority for up to \$5000 for departmental purchases, contract approvals, project expenditures and departmental accounts. Can sign departmental purchase orders up to \$5000.

Professional Certification, Education and Experience:

Bachelor's degree with minimum 5 years work experience in a field related to energy or sustainability **and** one of the following:

- Graduate degree in business, planning, public policy, sustainability, resource management, or a related business field
- Certified Energy Manager designation
- Sustainable Energy Management credentials
- Registered Professional Engineer
- Registered Planner

The following training and accreditation are considered an asset:

- Energy efficiency training such as CIET Energy Management Training Course
- RETScreen, Clean Energy Management Software
- LEED professional accreditation (LEED AP)
- Project Management Professional (PMP)
- Training in Change Management or Multi-Objective Decision Making

An equivalent combination of education, training and/or experience with demonstrated results may be considered.

Skills and Abilities:

- Experience building and maintaining strong relationships
- Knowledge in energy management and program implementation
- Experience and interest in community engagement and collaborative initiatives
- Demonstrated ability to lead, facilitate and gain consensus with various stakeholders
- Proven experience in business case development and project management
- Excellent organizational, communication (verbal and written) and interpersonal skills
- Ability to work collaboratively with colleagues, partners and other stakeholders
- Able to analyze, report and present data and findings
- Experience with local government or First Nations processes, bylaws and policies
- Ability to work in a multi-cultural settings and interest in learning about TteS language, culture, and history.

SPECIAL REQUIREMENTS

- Must have excellent work attendance and ability to work overtime to provide necessary program support outside of regular work hours.
- For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check-vulnerable section.
- Have and maintain a valid Class 5 BC driver's license as a condition of employment and have access to a reliable/insured vehicle. Travel as required.
Demonstrated practice of confidentiality.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$35.87-\$52.75/hour depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is Open Until November 28th,
2024 by 2:00 pm**

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>