



## **Newmarket-Tay Power Distribution Ltd.**

### **Conservation Program Coordinator (Contract Position)**

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to 35,000 customers within the Town of Newmarket and Tay Township. We require a highly-motivated Conservation Program Coordinator. In this role, you will support the Conservation Energy Manager in providing a complete package of conservation energy support services to our residential and business customers. The successful candidate will thrive on people and detail, have great customer service, communication and research skills, and excel at working collaboratively with customers, business partners and regulators. You will be the first and key CDM contact.

Your main responsibilities will include reviewing and approving conservation program applications; and communicating with and providing assistance to NT Power residential and business customers, contractors and business partners. You will also provide support for conservation program marketing and promotion activities (e.g., community events). Reporting to the Conservation Energy Manager, you will work in a team environment at our head office at 590 Steven Court in Newmarket, Ontario with some site visits within the NT Power service area. There is occasional work outside regular operating hours, on weekends and evenings.

To be considered for this position, you should have experience in project and program evaluation, including measurement and verification of results; in-depth knowledge of current CDM legislative and operational structure in Ontario, the current CDM program landscape and best energy management practices; exposure to project-level engineering analysis (e.g., load and savings calculations), statistical data interpolation and extrapolation (e.g., regression modeling) and quality assurance with respect to financial and conservation forecasts and results. You should also understand mathematical modeling and building and energy science; have a knowledge of business administration and processes; and excellent analytical problem-solving skills – technical, process, and business.

The successful candidate will have a postsecondary education with a degree/diploma in engineering or a related field; high-level report writing, editing, and presentation skills; strong organizational and multi-tasking skills; be resourceful and efficient in research and information gathering and analysis; and have at least one year of experience with Save On Energy programs and the ConservationFirst framework. You should also be familiar with the LDC industry, and have a Class "G" driver's licence in good standing.

This is an excellent opportunity to use and build your conservation energy, technical and business knowledge and skills in a fast-paced, team environment of people dedicated to energy conservation, customer service, communications, collaboration and cooperation. Preference will be given to candidates with one or more of the following designations/certifications: P.Eng., OACETT C.E.T., CDM, CEM, CMV, CMVP, CDSM, CEA.

This is a contract position.

To apply, please submit a cover letter and résumé in one PDF or Word file by email to Tammy Gravel, Executive Assistant to the President, Newmarket-Tay Power Distribution Ltd. ([tgravel@nmhydro.ca](mailto:tgravel@nmhydro.ca)). Please put "Conservation Program Coordinator" in the subject line.

No phone calls please.

**APPLICATION DEADLINE FOR THIS POSITION: BY 4 P.M., FRIDAY, AUGUST 18, 2017**

We welcome and encourage applications from people with disabilities. Accommodations are available on request for job applicants taking part in all aspects of the selection process.

We sincerely thank all applicants who apply. However, we will be contacting only those selected for an interview.