

The Elora Environment Centre (EEC) is looking to fill 3 full-time Certified Energy Advisor (CEA) positions. We're looking for candidates in the Windsor-Chatham-Sarnia area as well as Grey County. You will work as a team member advising homeowners on how they can reduce energy use and their impact on the environment, thereby reducing costs and probably resulting in a more comfortable and healthier home.

The Elora Environment Centre has been performing home energy evaluations since 1998 and has completed over 20,000 audits to date. Our energy advisors are certified by Natural Resources Canada and cover much of south-central and south-west Ontario; from Tobermory to Windsor. As a non-profit organization, we are not tied to any products, so our energy advisors provide unbiased, and practical advice - representing only the best interests of our clients.

General Qualifications

- Demonstrated knowledge of, and experience with, building construction and building science
- Demonstrated knowledge of energy efficient building materials
- Prior experience with energy efficiency assessments is an asset
- Understanding of basic arithmetic and geometry
- Ability to read and interpret blueprints an asset
- Solid computer skills including file management, pdf writing, MS Office (Excel & Word)
- Prior knowledge of HOT2000 software would be an asset
- Good communication skills - both verbal and written
- A positive, customer-friendly attitude is required
- CEA's must be punctual for scheduled appointment times
- Possession a valid Ontario drivers license and access to a reliable vehicle
- Ability to interact well with home and business owners and willingness to represent the values and mission of the Elora Environment Centre
- Willingness to travel
- Willing and motivated to work independently and assist in the marketing of our services

Responsibilities

- Coordinate with EEC staff for scheduling purposes
- Perform home energy evaluations using the ecoENERGY retrofit program protocol
- Prepare, present and explain custom ecoENERGY Retrofit Home Report to clients;
- Prepare and provide EnerGuide rating labels to clients
- Promote and conduct follow-up assessments with clients

- Complete and submit, on a weekly basis, all required electronic files and supporting documentation
- Respond promptly to all EEC and client issues and inquiries
- Comply with the EEC and Natural Resources Canada Houses code of conduct
- Undertake regular upgrade training as required
- CEAs are required to ensure proper maintenance of the blower door equipment. In addition to your own vehicle, you require a home office with high speed internet connection and email, laptop computer, digital camera, ladder, flashlight, kWh meter, measuring tapes and other small tools.

Candidates must write and pass a pre-qualification exam, attend 10 days of in-class and field training, complete 7 house files and write the NRCan certification exam upon completion of the training course.

If you are interested in being considered as an advisor, please send a cover letter and resume to energy-advisor@eloraenvironmentcentre.ca. Qualified candidates will be sent information about the payment structure and training process. While we appreciate all applications, only those selected for interview will be contacted. No phone calls please.