

## Heat Pump/HVAC Technical Lead

Job Title: Heat Pump/HVAC Technical Lead  
Pay Grade: \$61,532.20 - \$71,080.30 - commensurate on experience and qualifications  
Reports to: Director of Energy Affordability Programs  
Position type: Full-time  
Location: Ottawa and Eastern Ontario, remote office, must live locally in the National Capital Region

### About Us:

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, enterprises, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green Transportation, Green Enterprises and Green Future. We have been working for twenty-five years to promote practical climate action and awareness in our local communities and Eastern Ontario, and we are one of the leading local agencies in environmental action.

In Ottawa, 42% of emissions come from transportation, and 46% from buildings, a similar profile to that of cities across Canada. EnviroCentre's work prioritizes reducing emissions in those areas, with an eye to supporting an integrated vision of a sustainable, resilient future Ottawa and Canada.

At EnviroCentre, we have a dynamic, growing, and engaged team of over 50 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

### Job Description

The Heat Pump/HVAC Technical Lead is a new position, and this role will be responsible for overseeing and ensuring the quality and compliance of heat pump installations performed by our contractors. This role involves monitoring installations, verifying adherence to regulations and standards, and ensuring that all work meets EnviroCentre quality expectations. Additionally, the Technical Lead will play a key role in onboarding new clients and maintaining a consistent flow of work to support our business objectives.

Reporting to the Director of Energy Affordability Programs, you will be responsible for quality assurance and problem solving, ensuring compliance with installation standards and local regulations, providing training and support, records management, optimization and continuous improvement, facilitating client integration, and handling project management responsibilities.

This position of Heat Pump/HVAC Technical Lead is ideal for individuals who possess in-depth expertise in HVAC systems and heat pump installations, combined with a thorough understanding of installation standards and local regulations, with excellent attention to detail, problem-solving skills, and the ability to manage multiple projects effectively are essential. Additional experience with HOT2000, project management, and a solid grasp of residential construction and sustainability will be highly valued. If you are a proactive and detail-oriented individual with a passion for quality control and compliance in HVAC systems, we encourage you to apply.

### **Job Duties**

- Regularly monitoring and inspecting quality control checks on heat pump installations to confirm compliance with regulatory and industry standards.
- Conduct routine site inspections and audits to assess workmanship and identify any areas for improvement.
- Accountable for maintaining detailed records of inspections and findings.
- Prepare and submit compliance reports and documentation as required.
- Communicate findings and recommendations to contractors and management.
- Responsible for providing ongoing guidance and support to contractors to ensure they understand and adhere to compliance standards and industry regulations.
- Conduct and facilitate targeted workshops and training sessions tailored to social housings and co-operative groups.
- Credible to identify and resolve any issues or discrepancies related to heat pump installations.
- Collaborating with contractors and other stakeholders to identify and resolve compliance-related issues.
- Keep abreast of current industry standards, regulatory changes, and emerging technologies
- Suggest and implement improvements to enhance the quality and efficiency of installation processes.
- Facilitate the onboarding process for new clients, ensuring a clear understanding of their requirements and expectations.
- Coordinate initial consultations and assessments and evaluations to develop solutions that address specific client needs.
- Establish and maintain positive relationships with clients, providing ongoing support and addressing any concerns.
- Other duties as required.

### **Skills and Experience**

- Post-secondary education in HVAC Technology or a related field or equivalent professional experience.
- Minimum of 3 years of experience in HVAC systems, with a focus on heat pump installations and compliance.

**1554 Carling Avenue, Unit #347, Ottawa ON K1Z 7M4 |613-656-0100**

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- Strong knowledge of HVAC systems, heat pump technology, and installation standards.
- Familiarity with local regulations, and industry best practices.
- Excellent attention to detail and problem-solving skills.
- Ability to work independently and manage multiple projects effectively.
- Experience with HOT2000 is an asset.
- Registered Energy Advisor is an asset.
- Project Management experience is an asset.
- Strong verbal and written communication skills.
- Excellent time management and organizational skills.
- Experience with Microsoft Office essential.
- A general understanding of residential construction and building science.
- A general understanding of sustainability and environmental issues.
- Ability to read and visualize house plans and sketches.
- Strong verbal, written and interpersonal communication skills as well as the ability to work within a team.
- Ability to effectively work with numbers and spreadsheets.
- Valid Driver's license and access to transportation is required.

### **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.
- Travel required within Ontario.

### **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, color, 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-seeking 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 12, 2024

Anticipated start date: As soon as possible

### **Important:**

Please send your resume and cover letter in one document to [info@envirocentre.ca](mailto:info@envirocentre.ca)

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202424)

Example: Firstname\_Lastname\_ EC202424.

Please also put the Reference# EC202424 in the subject line of your email.

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