

## EnviroCentre Build – Lead Installer

Job Title: EnviroCentre Build - Lead Installer  
Pay Range: \$65,000 - \$75,000  
Reports to: EnviroCentre Build – Business Manager  
Vacancy Status: New Vacancy  
Position type: Full-time, permanent  
Location: Ottawa, in-person

### 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 in ways that benefit our communities. Our four key impact areas are Home Energy Efficiency, Sustainable Transportation, Waste and Circular Economy, and Green Infrastructure. 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 agencies in environmental action.

As a leading Canadian delivery agent in home energy retrofits and energy services, and a social enterprise innovator in energy efficiency programming, EnviroCentre currently houses a Retrofit Accelerator service for social housing providers, four PACE loan projects across the province, and a registered energy advisor training program, as well as delivering energy affordability program services across Eastern Ontario. We are adding a new social enterprise to our roster, one that will support the acceleration of home energy retrofits and support the growth of careers in the sector.

**EnviroCentre BUILD** will provide green retrofit services to homeowners in Ottawa and Eastern Ontario, as well as a trades career training and mentorship program for adults facing employment barriers. We are looking for a dynamic, innovative manager with experience in the retrofit construction sector, and demonstrated ability to grow and scale new initiatives, to lead the start-up of this new social enterprise.

The **Lead Installer** will join a dynamic, growing, and engaged team of over 70 staff, committed to innovative, forward-thinking and equitable climate action and social enterprise. We offer competitive employment packages that include health benefits, an RRSP contribution plan, flexible work schedules, holiday office closures, and opportunities for training and professional development, among other benefits. 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 position of Lead Installer is ideal for an experienced insulation and air sealing contractor who has an excellent understanding of the Ontario Building Code, the benefits of energy efficiency measures, and great customer service skills. This role requires high standards of safety, efficiency, and quality.

Reporting to the Business Manager, you will be responsible for the following:

## Key Responsibilities:

- Supervise and lead a team of installers in the delivery of energy efficiency services at client sites, including insulation and air sealing, prioritizing safety and quality execution.
- Conduct site assessments, interpret building layouts, and diagnose areas requiring energy efficiency improvements.
- Provide on-the-job training to junior staff and mentees in the areas of insulation installation and air sealing.
- Install insulation (various types), air sealing materials, and other related energy efficiency upgrades, using industry best practices and tools.
- Train and mentor crew members to maintain consistency and adherence to safety standards and installation protocols.
- Perform diagnostic tests such as blower door testing to evaluate installation effectiveness and energy loss.
- Document project details, report installation progress, and track completed work for quality assurance and inventory purposes.
- Communicate professionally with clients before, during, and after installations to educate and answer questions about energy efficiency measures.
- Oversee the management and upkeep of equipment, tools, and materials in collaboration with warehouse and inventory teams.
- Support a culture of continuous improvement by implementing feedback, process refinements, and reporting on safety incidents or operational challenges.
- Promote the values and mission of EnviroCentre Build while out in the field and interacting with the public.
- Perform other duties as necessary.

**Note: We do not use artificial intelligence (AI) tools to support the screening and evaluation of applications for this position.**

## Skills and Experience:

1554 Carling Ave.  
Unit 347  
Ottawa ON  
K1Z 7M4

**envirocentre.ca**

613-656-0100

- Certification or significant training in insulation installation, building envelope, and/or equivalent trade experience.
- Minimum 5+ years field experience in insulation, weatherization, or related energy efficiency upgrades.
- Demonstrated leadership and supervisory skills, including experience training and guiding teams.
- Strong proficiency in interpreting building plans and conducting diagnostic tests (e.g., blower door, pressure diagnostics).
- Good knowledge of health and safety procedures for construction and retrofitting environments.
- Excellent communication and customer service abilities.
- Basic data management/computer skills for reporting and documentation.
- Valid Ontario driver's license and ability to meet physical requirements of fieldwork, such as lifting up to 50 lbs, frequent bending, ladder use, and accessing attics or crawl spaces.
- Experience driving large vehicles, including 5 tonne trucks and cube vans.
- Commitment to equity, quality, and environmental responsibility in workplace practices.

## **Working Conditions**

- EnviroCentre will provide the necessary technology and IT support.
- Part of a passionate team of environmental leaders who lead by example and are proud to be contributing to Ottawa's Climate Targets.
- Frequent bending and lifting required, up to 50 pounds.
- Frequently accessing attics, crawl spaces, and basements.
- Use of power tools is required.
- Frequent ladder use.
- Occasional evening or weekend work.

## **In addition to competitive pay, we offer:**

- 35-hour work week and the ability to work flexible hours.
- A workplace that supports work-life flexibility, and a positive team culture.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Retirement Savings Plans (RRSP) with company contribution equivalent to up to 5% of your base salary per year.
- Health, dental, and wellness coverage for you and your dependents.
- Paid sick days, and additional time off for personal and care responsibilities.
- A 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 experiences. 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 should submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: January 31, 2026

Anticipated start date: February/March 2026

## 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# EC202601)

Example: Firstname\_Lastname\_EC202601.

Please also put the Reference# EC202601 in the subject line of your email.

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