

## Technical Analyst – Data Specialist

**Location:** Dartmouth, Nova Scotia  
**Salary:** Depends on Experience  
**Hours:** Full-time, 35 hours/week  
**Status:** Permanent

Clean makes homes more [energy efficient](#), [restores streams & watersheds](#), [engages youth](#) on the environment, promotes [green transportation](#), mitigates the effects of [stormwater](#), helps communities reduce [waste](#), and contributes to public policy discussions.

That's [what](#) we do. [Why](#) we do it is to help create a more sustainable society in Atlantic Canada. We work for a clean climate & clean water, and, to help us get there, we foster, educate and support clean leaders in our communities.

Clean is a non-profit, non-governmental environment organization created in 1988 through an [Act of the Legislature](#) in Nova Scotia. However, we receive no core government funding. We run the charity through money raised for our many programs and projects, which can come from agencies, businesses, government departments, foundations and individual citizens.

You may know us as Clean Nova Scotia, but we work on projects in other parts of Atlantic Canada, throughout the traditional lands of the Mi'kmaq and Wolastoqiyik. That's why we say we're just *Clean*.

We are currently seeking a hardworking, dynamic and motivated individual to add to our team who has a strong passion for people and the environment. Our approach is always collaborative and team oriented.

### Program Overview:

HomeWarming provides services to income qualified participants at no charge to the participant. HomeWarming is offered by Clean Foundation and Efficiency Nova Scotia as part of a broad, province-wide initiative. HomeWarming is proudly sponsored by Nova Scotia Power and the Province of Nova Scotia. In many homes the program provides no-cost home upgrades intended to help reduce the effects of energy poverty for Nova Scotian participants on a low income.

### Position Overview:

Reporting to the Senior Technical Analyst, the Technical Analyst – Data Specialist will be responsible for ongoing development and consultations around new programs in the Energy Department as well as having a supporting role on the HomeWarming team.

### Key Areas of Responsibility:

#### *General*

- Lead research & development of new upgrade standards and materials
- Support development for new retrofit and renewable energy programs
- Support research & development for transportation & waste programs

#### *Contractor Relations*

- Support recruitment of new contractors; onboarding & orientation

- Support annual renegotiation of subcontractor contracts & prices
- Support relationship management with contractors
- Support process development to monitor & report contractor performance
- Support implementation of disciplinary measures as outlined in the Guidelines

#### **Contractor Work**

- Support distribution of work orders according to contractor capacity
- Support monitoring of delays, holds, and time to complete work orders
- Support receipt, checking, and approval of invoices
- Support estimate reviews for completeness and feasibility of proposed projects
- Support quote approvals for select contractor work
- Support the approval of contractor change orders
- Support price negotiations with contractors for non-standard line items
- Support the resolution of QA, warranty, & customer service issues

#### **Safety**

- Support delivery of site hazard assessment report data to contractors
- Support the assurance of contractor compliance with safety procedures
- Support the development of safety policies for contractors
- Support the delivery of on-site safety inspections

#### **Position Requirements/Qualifications:**

- Post-secondary education in Civil Engineering or a related field;
- Minimum of 3 years' experience in the technical support role;
- Strong analytical skills with the ability to collect, organise, analyse and disseminate significant amounts of information;
- Strong attention to detail while maintaining a high degree of accuracy and confidentiality;
- Must possess data entry & organization skills;
- Must demonstrate a passion for the environment;
- Ability to work independently and with minimal supervision;
- Ability to work productively as part of a team;
- Proficiency with common office software, such as Microsoft Excel, Word, PowerPoint, and Outlook;
- Post-secondary education is considered an asset;
- Valid First Aid/CPR and WHMIS certification is considered an asset;
- Previous experience in non-profit sector is considered an asset.

If you are interested in this position please submit your cover letter and resume, merged into one document, via email to Mary Christopher [mchristopher@clean.ns.ca](mailto:mchristopher@clean.ns.ca) by **March 17, 2019**. We appreciate all interest; however, only those selected for an interview will be contacted.

*Clean is committed to Employment Equity and our goal is to be a diverse workforce that is representative at all job levels. We welcome applicants from Aboriginal People, Visible Minority Groups, Persons with Disabilities and Women in occupations of positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify on either your cover letter or resume.*