

SCHEDULE 1
ENERGY MANAGER QUALIFICATIONS

A. FOR APPLICANTS EMPLOYEE(S) / STAFF MEMBER(S)

Minimum Education

For Full-time Energy Manager on staff:

- Masters designation in business or appropriate business field
- Registered Professional Engineer
- Registered Engineering Technologist or Certified Energy Manager

For Full-time Energy Manager Co-coordinator on Staff (Note: maximum funding structure is 30% less than EM incentive):

- Certified Journeyman Electrician or Certified Technician (HVAC, instrumentation, or other relevant discipline)
- BCIT Sustainable Energy Management Associated Certificate
- Masters in Sustainability or Planning

Further Education Recommended

- Certified Energy Manager (CEM) designation through the Association of Energy Engineers
- BC Hydro Courses:
 - Energy efficiency training such as the CIET Energy Management Training (EMT)
 - Change Management
 - Strategic Energy Management Plan (SEMP)
- LEED Professional Accreditation
- Maintenance and management of electrical and lighting systems
- Maintenance and management of mechanical systems including HVAC systems and cooling plants

Required Skills Experience

- Five (5) years work experience in business that includes:
 - Supervision
 - Capital project management
 - Customer service/sales
- Demonstrated interest and enthusiasm related to energy efficiency (Work/Volunteer experience)
- Familiarity and knowledge of energy efficient technologies (Implementation of a project or attendance of a course)
- Experience in developing business cases and detailed report writing
- Experience with financial analyses, budget preparation and budget management

If applicant does not meet all required skills and experience as outlined above, BC Hydro funding structure will be modified accordingly.

B. FOR CONSULTANTS

Minimum Education

- Registered Professional Engineer or Masters in Business Administration

Further Education Recommended

- Certified Energy Manager (CEM) designation through the Association of Energy Engineers
- BC Hydro Courses:
 - Energy efficiency training such as the CIET Energy Management Training (EMT)
 - Change Management
 - Strategic Energy Management Plan (SEMP)
- LEED Professional Accreditation
- Maintenance and management of electrical and lighting systems
- Maintenance and management of mechanical systems including HVAC systems and cooling plants

Required Technical Experience and Qualifications

- Minimum Five (5) years energy management experience, including detailed energy auditing for both mechanical and lighting systems
- Knowledge of and experience with energy efficiency technology related to lighting systems, HVAC systems, cooling plant equipment, heating plant equipment, and controls systems

Required Skills and Experience

- Five (5) years work experience in business that includes:
 - Supervision
 - Capital project management
 - Customer service/sales
- Demonstrated interest and enthusiasm related to energy efficiency (Work/Volunteer experience)
- Familiarity and knowledge of energy efficient technologies (Implementation of a project or attendance of a course)
- Experience in developing business cases and detailed report writing
- Experience with financial analyses, budget preparation and budget management
- Experience using common computer software such as Microsoft Word, Excel and PowerPoint
- Excellent verbal communication skills, interpersonal skills, and presentation skills

Power Smart Alliance

- Membership in the Power Smart Alliance, OR
- Meets the following eligibility criteria for the Power Smart Alliance

Consultant/Engineer Eligibility Criteria for the Power Smart Alliance

- Demonstrate that the firm's president/owner has a minimum of five (5) years of experience consulting or designing the energy efficient equipment and systems, represented by the appropriate Power Smart Alliance service requested by the customer. Similarly, demonstrate that consultant is a certified Professional Engineer (P Eng) in British Columbia. BC Hydro will verify the consultant's history within the appropriate association
- Maintain a valid British Columbia Business License that has been in effect for at least the past three years, have active license(s) in all jurisdictions served by consultant and

provide BC Hydro with evidence of such licenses upon BC Hydro's request on all sold jobs

- Provide BC Hydro a list of ten (10) commercial / industrial clients as references. At least five (5) of these references must be for energy efficient projects
- Submit a Power Smart Alliance application with BC Hydro
- Comply with all rules and tariffs of BC Hydro and BC Hydro Power Smart programs. Accurately represent customer electric uses and consumption estimates
- Demonstrate fair business practices documented by periodic reviews by BC Hydro and the Better Business Bureau
- Maintain a personal computer with internet and email access in order to receive referrals and provide project updates
- Develop a training program for employees involved in the PSA program and require each employee to receive a minimum of 20 training hours each year. The program should describe the ongoing training regimen for each job category
- Provide a comprehensive general liability insurance policy of not less than \$2 million and name BC Hydro as an additional insured
- Provide written proof of good standing and remain in good standing with Workers Compensation Board.
- Demonstrate proof of company financial stability by providing:
 - a) permission for BC Hydro to conduct a credit check; and
 - b) provide financial information necessary to adequately establish the company's financial capability.

Approved consultants may subcontract up to 20% of the work. If more than 20% is subcontracted, the subcontracted firm must be approved by BC Hydro.