CAREER OPPORTUNITY

MECHANICAL SYSTEMS TECHNICAL ADVISOR

Are you interested in joining an organization that's passionate about helping Manitobans save energy, money, and the environment?

Efficiency Manitoba is our provincial Crown corporation focused on working with Manitobans to reduce electricity and natural gas consumption in homes, businesses, and communities across the province.

We're a dynamic, nimble, action-oriented, and transparent organization that fosters positive engagement, creativity, and diversity across our team and those with whom we work. With our purpose-driven culture and commitment to putting people first, we were selected as one of Manitoba's Top Employers in 2025 and 2026.

We're currently recruiting for a full-time permanent Mechanical Systems Technical Advisor.

POSITION OVERVIEW

Reporting to the Strategic Initiatives Technical Lead and collaborating closely with Energy Efficiency Specialists across residential, income-based, and Indigenous demand side management programs, this position will support the technical direction, delivery, and review of customer HVAC systems and will demonstrate strong communication, analytical, and organizational skills combined with energy efficiency HVAC technology expertise.

The Mechanical Systems Technical Advisor is responsible for reviewing applications related technical guidelines and quality control processes to ensure maximum energy savings results, cost effectiveness, and overall successful retrofits. A key responsibility of this role is to liaise with customers, Indigenous communities, and industry contacts, particularly HVAC contractors and suppliers. Establishing and maintaining strong relationships with trade allies and communities is essential for this position.

The current program assignment for this position includes a focus on a suite of residential, income-based, and Indigenous sector initiatives including incentive-based programs and enabling strategies. To meet the evolving needs of Efficiency Manitoba and our customers, program assignments associated with this position may change over time.

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RESPONSIBILITIES

- Provide technical support for existing and new HVAC measures within the residential, income-based and Indigenous programs, including technical review and guidance pertaining to natural gas and electric furnaces, air source heat pumps, ground source heat pumps, heat/energy recovery ventilators, heat pump water heaters and other program opportunities that may arise.
- Ensure registered contractors are adhering to program participation requirements, terms and conditions.
- Deliver workshops and training to audiences such as customers, contractors, educators and community groups to promote participation in Efficiency Manitoba programs.
- Cultivate and maintain external and internal relationships including homeowners, HVAC contractors, energy advisors, community groups, educators, industry associations, and trade allies.
- Work with contractors to develop retrofit work orders and specifications, review contractor quotes and review completed work based on defined program guidelines and requirements.
- Collaborate with technical advisors, engineers, and industry organizations to continuously evaluate and review energy efficient technologies and program guidelines, review procedures and quality control practices to ensure they effectively support the residential, income-based and Indigenous market segments and corresponding housing stock.
- Receive, investigate and respond to customer inquiries pertaining to technical issues, providing timely and effective solutions to enhance customer satisfaction and support smooth program delivery.
- Perform site visits, and technical investigation on an as-needed basis.
- Continuously develop, maintain and enhance pertinent technical knowledge and expertise through professional development activity.
- Work with Efficiency Manitoba's procurement function to support procurement activities and management of contracted services needed to support program objectives.
- May be required to travel and/or attend meetings outside of normal working hours.

REQUIREMENTS

- A diploma or similarly appropriate formal training from a recognized college in the field of HVAC Trades (i.e. Refrigeration and Air Conditioning Mechanic), Construction Management, or Mechanical Engineering Technology with minimum of four (4) years related work experience.
- OR
  An equivalent combination of education and directly related experience may be considered
- Eligibility for certification with CTTAM is considered an asset

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- Strong understanding of residential HVAC technologies, and ability to develop and maintain technical retrofit guidelines to provide maximum energy savings and quality control.
- Experience in diagnosing, troubleshooting and resolving technical issues related to the operation and energy performance of residential HVAC systems.
- Experience in the design, installation, and commissioning of residential HVAC systems (e.g. furnaces, air conditioning, heat pumps) is an asset.
- Experience working with Indigenous communities.
- Knowledge of Provincial and National Building Codes and related regulations.
- A strong commitment to and enthusiasm for customer service and energy efficiency.
- Adaptable team player with a high degree of initiative.
- Strong interpersonal skills, with the ability to effectively collaborate and communicate with peers, industry allies, and customers.
- Experience with business writing and verbal communication skills; experience in writing technical summaries, comprehensive reports, recommendations, and preparing and delivering internal and external presentations.
- Must be creative, self-motivated, able to work independently and capable of achieving broadly defined objectives.
- Ability to multi-task and deliver results in a deadline-oriented environment.
- Ability to represent the organization confidently and professionally.
- Proficient in Microsoft office suite including Outlook, Word, Excel, Power Point, Teams, and SharePoint.
- Experience working with a Customer Relationship Management System would be an asset.
- Experience completing residential heat loss calculations, space conditioning equipment sizing (CSA F280) and ventilation system sizing (CSA F326 / ASHARE 62.2) would be an asset.
- Must have a valid Manitoba Driver's license.

We're proud to provide and foster a supportive and team-oriented work environment. We offer a competitive compensation package, which includes a defined-benefit pension plan and access to a comprehensive health benefits plan. We provide the opportunity for virtual work arrangements and have a nine-day work cycle which normally results in every other Monday off.

The starting salary for this position will be commensurate with qualifications and experience, with candidates whose qualifications are closer to the minimum requirements for the position typically joining the organization at a salary nearer to the lower end of the range. The salary range for this position is $72,334.92 to $100,128.83 annually.

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At Efficiency Manitoba, we're committed to creating and maintaining a safe, equitable, and inclusive work environment. Women, Indigenous peoples, persons with a disability, and members of visible minorities are encouraged to self-declare in their application. Reasonable accommodations are available to applicants who may experience a barrier arising from a protected characteristic(s) identified in The Manitoba Human Rights Code. Please let us know if you require accommodations during the recruitment process.

The ability to communicate in French, both verbally and in writing, is considered an asset for all positions at Efficiency Manitoba.

We encourage interested candidates to apply by emailing their application, including their qualifications and relevant experience, to careers@efficiencyMB.ca no later than **Wednesday, June 3, 2026.** Please reference the position title in the subject line of your email.

We thank all candidates who apply; however, only those selected for an interview will be contacted.

For more information about Efficiency Manitoba, candidates can visit our website at efficiencyMB.ca.

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