Project Manager – Energy Team

Who we are

First Light Energy Solutions is a boutique engineering firm on a big mission to restore the environment by decarbonizing the building sector—from large healthcare facilities, recreational facilities, and schools to commercial and residential buildings. We are a high-performance engineering team with extensive energy and mechanical retrofit experience and a reputation for transforming complex problems into elegant and practical solutions.

FirstLight is headquartered in Vancouver, BC on the traditional, ancestral, and unceded territory of the Coast Salish Peoples, including the *xʷməθkwəy̓əm* (Musqueam), *Skwxwú7mesh* (Squamish), and *Səl̓ílwətaʔ/Selilwitulh* (Tsleil-Waututh) Nations.

We're looking for a **Project Manager** to join our Energy Team.

What you'll get up to

- **Project Planning, Delivery & Financial Management:** You will develop, manage, and be accountable for project scope, analytical approach, schedules, budgets, resource allocation, data requirements, and overall delivery. You will monitor progress, negotiate timelines, resolve scheduling conflicts, and ensure projects are completed on time, within budget, and profitably.
- **Team Leadership & Development:** You will manage and oversee project teams, allocate resources effectively, resolve conflicts, and foster a culture of accountability, trust, mutual respect, and inclusion. You will mentor team members in energy analysis, project delivery, and professional growth, align development goals with project requirements, and provide coaching to support effective collaboration.
- **Client & Stakeholder Communication:** You will act as the primary point of contact and communication hub for projects, ensuring alignment among the project team, clients, facility operators, utilities, program administrators, consultants, and other stakeholders. You will translate technical findings into clear decisions, manage expectations, resolve issues, maintain client satisfaction, and support repeat business.
- **Quality Assurance & Technical Oversight:** You will oversee the project quality-assurance process and hold ultimate responsibility for ensuring that all deliverables meet FirstLight's quality standards, client expectations, applicable energy codes, program requirements, and professional standards before issue. You will use your building-energy and mechanical-systems knowledge to guide project decisions and ensure analyses and recommendations are technically sound, defensible, and actionable.
- **Project Coordination, Documentation & Risk Management:** You will coordinate project activities, data collection, analysis, reporting, and communications while maintaining a clear

flow of information among stakeholders. You will identify and mitigate technical, data, stakeholder, policy, and delivery risks; develop contingency plans for changing client needs or unforeseen circumstances; manage contractual compliance; and protect FirstLight's reputation for professionalism and integrity.

- **Sustainability, Innovation & Incentives:** You will integrate sustainability, energy, carbon, and net-zero objectives into project scope, schedule, budget, analysis, and recommendations; secure client buy-in; and balance innovation with cost, practicality, uncertainty, and risk. You will incorporate applicable codes, policies, incentive-program milestones, reporting requirements, and emerging technologies into project delivery and business-case development.
- **Business Development & Continuous Improvement:** You will lead proposal development by coordinating scope, analytical methods, budget, schedule, and compelling proposal content with the project team. You will ensure project learnings and innovative approaches are captured and shared across the firm, facilitate post-project reviews, support effective use of energy-analysis and project tools, and contribute to a culture of innovation and technical excellence.

To be successful in this role, you'll need to have the following qualities:

- **High accountability**: You are self-driven. You follow up and follow through often without being asked. If challenges arise, you bring possible solutions to the table.
- **First-principles problem-solving:** You're energized by complex and challenging problems. You have an analytical and logical mind and can break down large problems into smaller ones. You're iterative, persistent, resourceful, yet structured in your efforts to solve them—for yourself and others.
- **Growth mindset:** Whether it's yourself or a project, you're not satisfied with "good enough". And nothing that needs improvement is just someone else's job. You love to experiment, drive improvement, and foster growth in yourself and in a team.
- **People-centered:** You're collaborative, optimistic, and demonstrate kindness and empathy in all interactions. You also lead by example. You're humble and curious, generous with your time, and meticulous with your work. You can tactfully present your opinions and welcome others to challenge them.
- **Pro-active, clear communication:** You know when communication is necessary or enhances performance and collaboration. And when you do communicate, whether orally or written, it's clear and appropriately concise. You're comfortable using multiple methods to collaborate and communicate results and insights.

It could be an even better fit if you have:

- **Engineering credentials:** A degree in engineering, building science, architecture, environmental science, sustainability, or a related discipline and a P.Eng., P.L.Eng. designation by EGBC is required. CEM, CMVP, LEED AP, or other relevant designation is preferred. PSMJ bootcamp, PMP or equivalent project-management training is also an asset.

- **Experience**: You have 6+ years of relevant experience in building energy, sustainability, decarbonization, or high-performance buildings, including responsibility for managing consulting projects and client relationships.
- **Project management**: Demonstrated success managing scope, schedule, budget, resources, data needs, risk, quality, client relationships, and project financials across multiple concurrent assignments.
- **Technical experience:** Strong working knowledge of HVAC systems, building automation systems, utility and interval data, energy and carbon analysis, retrofit measures, Excel, financial evaluation, and the preparation of clear technical reports and business cases. Familiarity with energy-modelling, data-analysis, reporting, and visualization tools is preferred. Proficiency in HAP and Bluebeam is preferred.
- **Startup hustle:** You are highly motivated, proactive, comfortable with change and ambiguity. You have a humble, team-player attitude and are ready to pitch in wherever you are needed most. You thrive in a fast-paced environment and take initiative to improve processes and outcomes.

What we offer:

- Our team works 37.5 hours per week
- The salary band for this role is $93,000-$110,000, commensurate with experience and qualifications
- Extended health benefits, including dental and vision
- 3% RRSP matching
- 3 weeks paid vacation to start
- Flexible, hybrid work environment and a Home Office Setup stipend.
- Your professional membership costs will be covered, whether AEE, ASHRAE, EGBC, ASTTBC, or other industry-relevant memberships.
- The opportunity to make a meaningful impact on carbon reduction and climate resilience.

We embrace diversity and equity in a serious way. We're committed to building a team with a variety of backgrounds, skills, and views. We welcome team members and applicants of all gender identities or expressions, sexual orientations, beliefs or dis-belief, ethnicities, ages, neurodiversity, ability statuses, or any other aspects which make you who you are.

At FirstLight, we know that everyone has a unique career path, and experience comes in many forms. If you're unsure you meet the qualifications outlined above but still think this might be a great fit, please apply.

Applicants must already be eligible to work in Canada.

To apply for a job listing, send your cover letter, CV, and portfolio to jobs@firstlightenergy.ca with "APPLICATION: [Job Title]" in the subject line.