



Selwyn Township Job Description

Position: Sustainability Coordinator	Page: 1 of 4
Reports To: Manager of Community & Corporate Services / Clerk	Date: January 2022
This Job Description is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

Job Summary:

Reporting to the Manager of Community and Corporate Services/Clerk, focuses on the planning and implementation of Selwyn's Climate Change Action Plan (CCAP). The Sustainability Coordinator will also focus on the implementation of municipal climate change mitigation and adaptation priorities for all areas of municipal activity and the community, including energy use, transportation planning, land use, waste and water management.

Duties and Responsibilities:

1. In conjunction with all municipal departments, external consultants, and stakeholders updates/monitors the baseline GHG emissions inventory for the Township of Selwyn for both the corporate and community components of the CCAP, including related reporting.
2. Develops, implements, and promotes the adoption of municipal operational and institutional changes that will ensure GHG emissions reductions over the longer term for the municipality. Specific examples include: investigate municipal fleet alternatives to less carbon emitting models, improve the environmental performance of municipal facilities, reduce waste generation etc.
3. Assists in developing technical plans or specifications to implement capital projects that have a sustainability component.
4. Track, document and report annually on data, actions and progress against the Corporate and Community GHG emission reduction targets.
5. Track, document and report on the Township's solar installations, electric vehicle and other sustainable corporate initiatives.
6. Manage the Community Transportation Pilot program The Link, including related reporting.
7. Completion of the required Energy Management Plan and related data collection and reporting.

Township of Selwyn Job Description	
Position: Sustainability Coordinator	Page: 2 of 4

Duties and Responsibilities: (Cont'd)

8. Assist and support the development and promotion of waste diversion programs to help extend the life of the landfill site and curb side collection programs, including conducting regular waste audits.
9. Conducts research and analysis for the purpose of implementing municipal and community GHG emissions reductions initiatives, and assists with the organization of stakeholder consultations, coordinating policy research, encourage civic engagement around sustainability and foster a culture of sustainable awareness. Specific examples include: support and promote active transportation, encourage local purchasing, shoreline protection, greener alternatives etc.
10. Assists with or leads public education programs which may include hosting community events, meetings, training sessions, workshops and school visits to support and promote climate change reduction initiatives.
11. In conjunction with other municipal departments, ensures that the municipality completes all required administration, reporting and reconciling for related grants and projects as required.
12. Attends meetings, prepares reports and maintains records as required.
13. Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
14. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health and Safety Policy.
15. Performs other duties and carries out special projects as assigned.

Supervision:

This position does not require the incumbent to supervise and direct the work of others.

Contacts:

Internal: With the Manager of Community & Corporate Services / Clerk, Chief Administrative Officer, Council and its Committees, Management Team and co-workers for the purpose of obtaining and sharing information to complete work assignments.

**Township of Selwyn
Job Description**

Position: Sustainability Coordinator

Page: 3 of 4

External: With all business officials, agencies, external consultants and community organizations and stakeholders for the purpose of promoting and coordinating Township climate change initiatives.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to normal office environment. Visual and mental concentration with respect to detail and visual display terminal.

Regularly required to attend meetings and special events outside of normal office hours. Occasionally required to travel.

Job Knowledge:

Requires a post-secondary degree in Environmental Science, Environmental Studies, Geography, Sustainability, Urban Planning or a related discipline and a minimum of 3 years related experience.

Excellent knowledge and experience in the areas of GHG emissions, reductions, climate change adaptation, sustainable development and asset management.

Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.

Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).

Excellent organizational, verbal and written communications skills, with the proven ability to write succinct reports and prepare communications materials.

Ability to cope with several different requests and subjects simultaneously.

Excellent Microsoft Office computer skills (Power Point, Word and Excel)

Demonstrated understanding of the program development process and how to implement new initiatives, including planning, costing, team building, implementation strategies, and building in feedback and evaluation techniques.

Township of Selwyn Job Description	
Position: Sustainability Coordinator	Page: 4 of 4

Key Competencies:

- Accountability
- Communication
- Impact and Influence
- Initiative
- Organization and Planning
- Results Orientation
- Strategic Thinking / Business Acumen