

PORT MOODY

CITY OF THE ARTS

The City of Port Moody is a growing community of 34,000 residents located 30 minutes east of downtown Vancouver at the head of the Burrard Inlet and just steps from seaside parks, mountain trails and lakes. To achieve our mission of providing services that enhance the quality of life for all of our residents, we are looking for motivated individuals to complement our team.

Position Overview The Sustainability & Energy Coordinator is responsible for advice regarding the implementation of plans, policies, and initiatives in support of the City's sustainability objectives and legislative commitments. The Sustainability & Energy Coordinator provides expertise, advice and guidance on sustainability matters, including emerging best practices, as well as regulatory and other requirements of senior governments or affiliated agencies. Areas of specialty include community sustainability planning, energy and sustainable resource use, energy code compliance, climate change mitigation and adaptation, and community engagement.

Responsibilities The Sustainability & Energy Coordinator will provide advice, integrate best practices, and work across departments and with various stakeholders to develop and implement broad-based sustainability programs, policies and initiatives such as commitments pertaining to community and corporate energy and carbon portfolios and policies and procedures for new construction and energy code compliance. This position will provide specialized research and analytical support, maintain sustainability matrices, and develop and present reports and recommendations to Committees, Council and the public on community sustainability, corporate planning and strategic issues. The Sustainability & Energy Coordinator will respond to community requests and will oversee the administration and supervision of project-specific contracts and consultants. This position will act as the staff liaison to the Climate Action Committee.

Basic Qualifications

- Minimum of post-secondary degree in sustainability, planning, resource management or related discipline
- Energy Management credentials would be an asset, including one of the following: Certified Energy Manager under the Canadian Institute of Energy Training or BCIT SEMAC (sustainable Energy Management Associate Certificate)
- Minimum 2 years of job related experience, preferably in a municipal setting
- Knowledge of principles, processes and practices related to corporate and community policy development, strategic planning and federal and provincial legislations applicable to the work
- Knowledge of sustainability principles, including resource economics, green building, the BC Energy Step Code, alternative transportation, renewable energy, climate change mitigation and adaptation
- Ability to lead sustainability, policy development and other strategic initiatives
- Ability to conduct comprehensive research and analysis, write and present policy papers and reports regarding complex sustainability planning and policy matters
- Skills in the analysis of strategies and legislative tools and the ability to determine potential issues, problem solve, and manage risk
- Excellent interpersonal and communication, facilitation, collaboration, conflict resolution, record keeping and report writing skills
- Computer skills including Microsoft Office, Excel, database management and GIS are required
- Valid BC Driver's License

