

Sustainability & Energy Coordinator

Job Type: Temporary Full-Time

Employment Group: CUPE Inside

Job Category: Planning

Branch/Location Office: City Hall

City: Port Moody

Province / State: British Columbia

Salary Range: \$42.81 - \$46.09/Hour

The City of Port Moody has temporary, full-time opportunity of up to two years duration for a Sustainability & Energy Coordinator.

The Sustainability & Energy Coordinator is responsible for advice regarding the implementation of plans, policies, and initiatives in support of the City's Climate Action Plan 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, building energy and greenhouse gas performance, climate change mitigation and adaptation, and community engagement.

The Sustainability & Energy Coordinator will assist in implementing the Climate Action Plan by providing advice, integrating 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 emissions portfolios and policies and procedures for new construction and Energy Step Code compliance. This position will provide specialized research and analytical support, prepare grant applications to support Climate Action Plan initiatives, 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 support to the staff liaison to the Climate Action Committee.

Basic Qualifications:

- Minimum of post-secondary degree in sustainability, planning, resource management or related discipline with a minimum of 2 years of climate action, sustainability, energy or closely related job experience, preferably in a municipal government setting
- 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)
- Knowledge of principles, processes and practices related to corporate and community climate action policy and program development, strategic planning and federal and provincial legislations applicable to the work
- Experience with implementing sustainability principles, including resource economics, green building, the BC Energy Step Code, alternative transportation, renewable energy, climate change mitigation and adaptation
- Ability to research and lead sustainability, policy development and other strategic initiatives independently
- Ability to conduct comprehensive research and analysis, write and present policy papers, grant applications, 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

Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory police information check and a satisfactory driver's abstract.

Applicants are advised that it is a condition of employment with the City that a successful candidate who is not already employed by the City provide proof that they are fully vaccinated against COVID-19, subject only to human rights-based accommodation in applicable circumstances.

The City of Port Moody strives to be an employer of choice and offers an excellent benefits package as well as professional development opportunities.