

## Job Information

Job title	<b>Senior Sustainability Planner</b>		C340 PG 23
Title of immediate supervisor	Manager of Sustainability		
Department/Division	Planning		
Prepared by	N. Pallan		
Date Created	Mar 17, 2015	Revised date	
Dept Head Signature	Originally signed by Sharon Hvozdzanski	Date	Mar 22, 2017

## Job Purpose

Performs technical work that involves the formulation, implementation and ongoing support of broad range of corporate and community wide programs that promote and work towards long-term sustainability. Provides analysis, technical expertise, advice and guidance to Council and senior staff, Municipal departments, community groups and the public on the subject of sustainability programs, energy efficiency, greenhouse gas reduction (GHG) strategies, external funding and their implementation.

## Duties and Responsibilities

- Identifies potential environmental impacts of corporate processes and practices and researches mitigation options and recommends changes.
- Develops, promotes, implements, audits, and maintains corporate and community wide sustainability initiatives.
- Monitors and evaluates program effectiveness, documents performance trends and recommends modifications to improve the sustainability programs.
- Prepares and presents reports to Committees of Council and provides advice to them.
- Directs, coordinates and supervises the day to day work of contractors/consultants.
- Works collaboratively within the Planning Department and with other municipal departments, municipalities, agencies, federal and provincial departments, consultants, contractors, developers and the community to achieve departmental and corporate objectives which include budget and technical issues.
- Prepares and maintains comprehensive sustainability plans/programs through community and industry consultation.
- Prepares presentation material, and undertakes the presentation of information before various groups and facilitates meetings and workshops.
- Represents the Municipality at meetings, Open Houses and workshops.
- Presents municipal initiatives and answers questions at industry, government and neighbourhood meetings.
- Facilitates and participates in departmental-level sustainability initiatives and grant applications by providing leadership, technical assistance and advice to departmental staff.
- Undertakes research, data collection and policy analysis and provides advice and recommendations on best management practices and policy.
- Coordinates information on; new funding opportunities, fundraising strategies, and proposals respecting sustainability issues for the Municipality.
- Prepares written reports and environmental policy, and forwards correspondence on routine matters directly.
- Leads and/or participates to develop and support community sustainability strategies.
- Develops and coordinates public relations activities related to the Municipality's sustainability initiatives.
- Responds to public enquiries and complaints.
- Performs other related duties as required.

### **Qualifications**

- Master's Degree in environmental studies, biology, ecology, land use planning, or resource management.
- Six years relevant experience in planning and implementing environmental, sustainability and/or corporate strategic initiatives.
- Working knowledge of green building certifications.
- Previous experience in project management, supervision of contractors/consultants, preparing and managing project budgets, policy development and securing grant funding.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 Driver's Licence.

### **Physical Requirements**

No physical activity required.

### **Working Conditions**

Works in an office environment.