



Job Description

Climate Action Specialist (24 month Term Position)

General Accountability:

Purpose

Reporting to the Director of Planning and Building Services, this position will focus on planning and implementation of municipal climate change priorities. The primary responsibility will be working on the implementation of the municipality's Climate Leadership Plan.

Additionally, the position will contribute to the development and implementation of municipal operational and institutional changes that will lead to operational savings and the reduction of GHG emissions. This individual will also focus on the implementation of municipal climate change mitigation and/or adaptation priorities identified in the District's new Climate Leadership Plan. The position may also be responsible to support broader capacity-building and knowledge-sharing activities and deliverables, as required.

This position requires a high degree of time management and organization skills to work effectively in a busy atmosphere. Strong communications and relationship building skills are required to provide information and assistance. The ability to maintain effective working relationships with stakeholders is required. This position also requires the ability to work independently, multi-task and take initiative.

Nature and Scope of Work

Development and promotion of municipal operational and institutional changes that will ensure GHG emissions reductions over the longer term for the municipality:

- Support the development of an Online Climate Leadership Education and Awareness Program using website, Twitter and online engagement tools.
- Participate as the District's representative Capital Regional District Climate Action Working Group
- Electrical Vehicle Charging Infrastructure – support the development of local policy approaches to incent/regulate - research assistance and implementation planning.
- FLAMP Program Update - Municipal Buildings Energy Efficiency Improvements – participate on a staff working group to implement building energy improvements - lighting management, heating system changes.
- BC Energy Step Code Implementation - research assistance, undertake administrative and bylaw changes.
- Building Energy Retrofit Incentive Program Development and Implementation – Transitions 2050 - research assistance and roll out - Accelerated Energy Retrofit Incentive Program.
- Light Duty Electric Vehicle Conversion Program - assist with implementation of an accelerated approach to conversion of municipal vehicles/major equipment to full electric.
- Implement Solar PV Demonstration Project at two Municipal Buildings

Research and analysis to support implementation of municipal GHG emissions reductions and climate adaptation initiatives:

- Residential Infill and Densification Study - Land Use from Climate Adaptation lens - research assistance.
- Tree Bylaw Review – research assistance during Tree Bylaw review from a Climate Adaptation perspective.
- Planning for Sea Level Rise - research assistance using regional modelling to assist in development of land use policy - in preparation for review of the District’s Official Community Plan in 2020/2021.
- Active Transportation Plan - research assistance during initial development of Plan approach and assistance during initial awareness, education and community engagement stages of Plan preparation.
- Official Community Plan - research assistance to develop Climate Mitigation Adaptation materials for use during the preparation and community engagement stages of the OCP review.

Assessment and reporting:

- Completes a self-assessment of the municipality’s performance and progress using the [Climate Adaptation Maturity Scale](#) at the beginning and end of the grant period.
- Prepares and submits a project progress report and a project completion report.
- Prepares annual CARIP reports and ensures alignment with overall climate vision for the District.

Knowledge, Skills and Abilities on the Job

Knowledge:

- Knowledge and experience in the areas of energy efficiency, GHG emissions reductions, climate change adaptation, sustainable development, asset management.
- Understanding of climate change issues and sustainable development within a municipal context.
- Excellent research and analytical skills.
- Excellent oral and written communication skills including strong presentation and report-writing skills.
- Excellent organizational, project management, analytical and problem solving skills.
- Working knowledge of word processing, spreadsheets and project management software applications.
- Understanding of the program development process and how to implement new initiatives, including planning, costing, team building, implementation strategies, feedback and evaluation techniques.
- Ability to liaise effectively with the public, elected officials and outside agencies.
- Ability to promote and contribute to a positive team environment

Education/Training/Certification:

- University degree in engineering, environmental science, environmental studies, geography, urban planning or equivalent.

Experience:

- Two years of related experience or an equivalent combination of education, training and experience.
- Evidence of continuous training and personal development.

Signature of Incumbent:	Date: _____
Signature of Supervisor:	Date: _____