

TAY VALLEY TOWNSHIP

Position Description: Planning – Local Climate Change Plan Coordinator – Temporary/Contract Full Time

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

DIRECTLY RESPONSIBLE TO: Planner

INDIRECTLY RESPONSIBLE TO: Chief Administrative Officer

KEY ACTIVITIES

1. Develop a Local Climate Change Action Plan (LCCAP).
 - create an inventory of the municipality's corporate emissions and the community's emissions in the base year by sectors
 - estimate the corporation and community emissions forecast for ten years beyond 2019
 - compare the difference between the base year and ten year forecast using emission intensity values
2. Develop an Emissions Reduction Target.
 - review federal, provincial, local municipal, county, conservation authority and regional environmental NGO Greenhouse Gas reduction targets
 - identify a proposed visionary corporate target
 - identify a proposed visionary community target
 - identify stakeholders
 - identify methods of communication, create materials and organize community consultation and outreach meetings
 - prepare and present reports and presentations to Council
3. Develop a Climate Mitigation Plan
 - identify projects to achieve the Emissions Reduction Target
 - quantify the reduction potential of each project
 - identify potential costs, funding sources and the role of each municipal department for each project
 - identify the roles of community organizations for each project and formalize any partnerships
 - create an implementation schedule for each project
 - formalize steps for monitoring progress
4. Maintains electronic and hard copy office records for the project in accordance with the Township's records management system.
5. Performs other related duties as assigned that are associated with the primary responsibilities of the position.

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FACTOR DESCRIPTION

1. Knowledge

- Ability to deal with various agencies, the public, stakeholders and internal staff in a pleasant, positive, professional manner
- Excellent communication skills
- Strong time management and organizational skills
- Ability to take initiative
- Punctual and reliable
- Team oriented

2. Experience

- Post-secondary school courses in a technical program
- Minimum two (2) years related experience or an understanding of municipal politics, climate change mitigation and adaptation acquired through cooperative program work placement, course work, volunteer placements and/or professional work experience
- Excellent research and analytical skills
- Understanding of how to implement new initiatives, including planning, costing, team building, implementation strategies and building in feedback and evaluation techniques
- Excellent computer skills, proficiency using Outlook, Word, Excel and GIS
- Capable of carrying out duties with minimal supervision
- Experience dealing with the public and outside agencies

3. Complexity/Problem Solving

Determines work priorities.

Responsible for all aspects of creating a Local Climate Change Action Plan (LCCAP) under the supervision of the Planner, with assistance from the Green Energy and Climate Change Working Group.

4. Mental Effort

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of callers and stakeholders.

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5. Physical Effort

May be required to sit for extended periods of time while using the computer and to meet deadlines.

May be required to lift boxes of paper weighing 20 kilograms.

6. Impact of Decisions

The effectiveness in which key activities are undertaken will affect the success of the Local Climate Change Action Plan.

7. Financial Authority

N/A

8. Supervision

N/A

9. Policies and Procedures

Required to work independently under established policies and procedures. Follows the policies and procedures of the Township.

10. Contacts – Interpersonal Skills

Internal Contacts: Planner
Green Energy and Climate Change Working Group
All Township Staff

External Contacts: General Public
Stakeholders
Other Public Agencies

Provides information to the public and stakeholders; uses tact to address their inquiries and concerns. Is the first point of contact for visitors and callers with regards to the Local Climate Change Action Plan and must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

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11. Work Environment

The duties of the position are performed primarily in an office environment.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

12. Working Conditions and Pressure

Township Municipal Office – Office Area.

Normal Working Hours are Monday to Friday - 8:30 a.m. – 4:30 p.m. with an hour lunch. Attendance at Green Energy and Climate Change Working Group Meetings is mandatory. Attendance at related public meetings may be required. Evening meetings may be required. Additional overtime may be required.

Dated – February 5, 2019