



**Portugal Cove  
St. Philip's**

Town of  
Portugal Cove-St. Philip's

**Position Description**

**Climate Change Coordinator**

Revised – April 2019

<b><u>Position Title:</u></b>	<b>Climate Change Coordinator</b>
<b><u>Department:</u></b>	<b>Economic Development, Marketing &amp; Communications</b>
<b><u>Status:</u></b>	<b>Unionized – Contract until February 28, 2021</b>

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***Position Function:***

The Climate Change Coordinator provides research, development and implementation of the Town’s municipal GHG emissions reduction plan and climate change adaptation plans.

***Responsibilities:***

This individual will be responsible for the development, planning and implementation of the Town’s climate change priorities. The Climate Change Coordinator will also contribute to the development and implementation of operational and organizational changes that will lead to operational savings and the reduction of GHG emissions. This individual will also focus on the implementation of the Town’s municipal climate change mitigation or adaptation priorities identified in the climate mitigation / adaptation plan.

***Qualifications:***

A diploma or degree in Environmental Science or Environmental Studies, or an equivalent program from a private college or technical institute is required. Urban planning experience in a municipal environment would be considered an asset.

Excellent organizational skills, strong written and verbal communication skills and a professional manner in dealing with the public are also essential.

A valid Class 5 driver’s license for the Province of Newfoundland and Labrador with a clear record for serious offence is required. He/she must be capable of being insured (and maintain continuity) under the Town’s normal driver insurance policy.

***Knowledge, Skills, & Abilities:***

- Strong knowledge and experience in the areas of GHG emissions reductions, climate change adaption and sustainable development.
- Demonstrated understanding of climate change issues and sustainable development within the context of municipal government.
- Strong research and analytical skills and a good ability to conceptualize.
- Excellent presentation, communication and facilitation skills.
- Ability to work effectively with community stakeholders.
- Experience with GHG software and conducting GHG inventories.
- Strong customer service skills as well as a professional manner for dealing with the public is essential.

- Strong computer skills with knowledge of various computer software packages including Microsoft Office and the Adobe Suite of programs.
- Strong time multi-tasking skills, initiative and ability to rationalize and implement priorities to complete assignments.
- Understanding of the program development process and how to implement new initiatives, including planning, costing, team building, and building in feedback and evaluation techniques.
- Ability to establish and maintain effective working relationships with staff, members of Council, community and other external groups and the public.
- Ability and interest in learning new skills and participating in training.
- Ability to work independently on a variety of assigned tasks.

***Physical Requirements:***

Generally a comfortable work environment supportive of the necessary office functions that will not place excessive physical demands on the position. There will be a frequent need to spend long hours sitting and using office equipment and computers as well as a somewhat frequent need to stand and perform light lifting of supplies and materials up to and including 20 pounds. There is a small potential for exposure to volatile confrontation with various people.

**Key Contacts/Relationships:**

External:

- General public
- Municipal counterparts
- Provincial and Federal Department Contacts
- Community groups
- User, special interest and volunteer organizations

Internal:

- All departments and staff up to and including Town Manager/Engineer.
- Mayor
- Members of Council

***Salary and Benefits:***

Salary rate of \$40,000. Not eligible for annual increases. Additional benefits outlined in Collective Bargaining Agreement.

***Reporting Structure:***

This position reports directly the Director of Economic Development, Marketing and Communications but will receive additional operational direction from Heritage Programs and Services Coordinator. No other Town staff will report to the Climate Change Coordinator except for training purposes.

**Duties and Responsibilities:**

The list of specific duties, as outlined herein, is intended to be representative of the tasks performed within areas of responsibility needed to fulfill the functions of the position. The omission of a duty does not preclude management from assigning duties not listed herein if such tasks are a logical assignment to the position. Some duties may be assigned to an individual based on their focused support in a particular business area.

- Preparation for the planning process which includes the education of staff and members of Council on climate change issues.
- Creation of a vision for the planning process.
- Research and development of relevant policies and regulations to support climate change adaptations plans.
- Assessment of current situation including the development of a GHG inventory.
- Development of an action plan.
- Development of specific measurement and monitoring protocols.
- Preparation and presentation of regular interval updates to Council.
- Research, propose, and implement operational and organizational changes required to implement recommendations from the GHG emissions reductions plan and ensure long-term impacts for the Town.
- Lead public education programs.
- Completion of a self-assessment of the Town’s performance and progress using the Maturity Scale for Municipal GHG Emissions reductions and the beginning and end of the contract.
- Preparation and submission of a project report at the 12 month mark and a project completion report at the 24 month mark.
- Liaising with departmental staff, external organizations and stakeholders.

**Accepted by:**

Behalf of Management: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_