

Date: March 29, 2021

Job Title: Special Projects Coordinator

Reports to: Director of Planning and Development Services

Positions Supervised: n/a

Position Summary:

- Provide technical services such as consultation, design, project management, procurement, implementation and inspection of projects.
- Coordinate the District's commitments to climate change initiatives, including the Federation of Canadian Municipalities Partners for Climate Protection program, the Community Energy and Emissions Plan, and the Climate Action Revenue Incentive Program (CARIP).
- Manage the District's economic development initiatives and activities.

Key Job Duties

Program Development and Implementation:

- Review, update and coordinate the District's Corporate and Community Climate Action Plans and economic development activities.
- Plan and prepare proposed capital and operating projects.
- Act as a staff liaison member on Council Committees related to the position.
- Liaise with the public, committees, consultants and contractors in providing technical advice and guidance.

Operations-Administration/Working Function:

- Communicate with the community about the District's climate-related and economic development activities.
- Research and review climate-related policies and activities in other communities.
- Support economic development initiatives.
- Project procurement including development, management and analysis of Requests for Proposal, contract documents and specifications.
- Prepare conceptual drawings and presentations. Prepare applications and updates for grants related to departmental projects.
- Prepare and facilitate various governmental permitting processes.
- Work closely with all District departments on a variety of tasks.
- Support local and regional emergency management initiatives.

Customer Service/Communications:

- Ensure effective communication and customer service with the public, District staff, consultants and all levels of government to efficiently facilitate all aspects of the position.
- Act as Staff Liaison with the Central Okanagan Economic Development Commission, and other Council committees as assigned.

Risk Management/Health and Safety:

- Practice and adhere to Work Safe BC and District policies and procedures.
- Report health and safety, security and risk management policies and procedures on projects.

Leadership/Supervisory:

- Provide project management and inspection services.
- Coordinate the District's Corporate and Community Climate Action Plans.
- Manage the District's economic development initiatives and activities.

Financial:

- Prepare preliminary capital works budget briefings.
- Pursue external grant funding opportunities.

Job Provisions:

- Maintain professional and technical requirements for the position.
- Work in all types of weather.
- May be required to perform additional duties as assigned by supervisor.

Qualifications**Education/Certification:**

- High school graduation.
- Completion of a post-secondary degree in environmental science, natural resource science or a 2-year diploma in Civil Engineering Technology with an applicable focus (or a related diploma).
- Specialized education related to economic development.
- Valid BC Class 5 Drivers License.

Experience:

- Minimum of 2 years of experience in program delivery related to climate change and sustainability.
- Minimum of 2 years of experience working with economic development activities.
- Minimum of 2 years of project management experience.
- Experience with Provincial and Federal permitting processes.

Skills:

- Communicate effectively with the public, contractors, engineers and consultants in handling inquiries and resolving issues related to projects or other District initiatives.
- Develop and maintain effective workplace relationships with members of all departments.
- Demonstrate tact and diplomacy.
- Strong computer aptitude including proficiency in spreadsheet, word processing and GIS software.
- Problem solving abilities with solution-oriented focus.
- Plan and organize daily work.
- Make effective decisions.
- Skill, ability and knowledge in all functions detailed in the job description.