

<b>TOWN OF STRATFORD - JOB DESCRIPTION</b>			
<b>POSITION:</b>	<b>Environmental Sustainability Coordinator</b>	<b>JOB NUMBER:</b>	<b>No. 36</b>
<b>SALARY RANGE:</b>	<b>Level 7, 37.5 hours per week</b>	<b>ESTABLISHED:</b>	<b>April 2020</b>
<b>RESPONSIBLE TO:</b>	<b>Chief Administrative Officer (CAO)</b>	<b>REVISED:</b>	

**JOB SUMMARY**

- The Environmental Sustainability Coordinator manages town environmental initiatives and programs, assists town staff with environmental sustainability, and prepares applications for funding.

**MAJOR RESPONSIBILITIES**

- To develop and implement policies, programs, and plans related to urban forest management, water conservation, energy conservation, natural area protection, natural resource efficiency, transit and active transportation, and climate change
- In collaboration with other departments, to develop public environmental education materials, programs and strategies which encourage and enable resident stewardship of the natural environment
- To implement projects to restore natural assets and natural infrastructure within the Town of Stratford
- In collaboration with other departments, to mitigate the environmental impacts of land development
- To identify and secure sources of funding for environmental sustainability projects
- To research and recommend new environmental sustainability initiatives for the Town of Stratford
- To monitor and report on the progress of the Town of Stratford toward environmental sustainability goals
- To encourage and support town departments and staff to become environmentally sustainable.
- To represent the Town of Stratford on topics of environmental sustainability at conferences, meetings, and events
- To partner with other municipalities, levels of government, and organizations to implement joint projects and programs related to environmental sustainability
- To complete other duties as assigned

**KNOW HOW**

- Extensive knowledge of environmental sustainability typically acquired through a diploma or degree in environmental studies or a related program, supplemented by two or more years of related experience
- Proficiency in research, writing, analysis and supervision of field staff
- Excellent organizational, interpersonal and communication skills

**WORKING RELATIONSHIPS**

- Reports to the Chief Administrative Officer
- Advises town staff in environmental sustainability
- Liaises with the Stratford and Area Watershed Improvement Group.
- Interacts with Council, staff, committee members, residents, NGOs, governments and other stakeholders

**PROBLEM SOLVING**

- The ability to develop and evaluate strategies for effectiveness and efficiency
- The ability to adapt with shifting priorities in a dynamic environment
- The ability to tactfully handle complaints and direct to the appropriate department

**ACCOUNTABILITY**

- Accountable to the Chief Administrative Officer for performance

**WORKING CONDITIONS**

- Physical Effort - work involves sitting for extended periods and occasional field work
- Physical Environment - works in an office environment, usually independently, with site visits and field work supervision in natural settings
- Sensory Attention - work requires significant computer screen time, attention to detail, regular interruptions, and significant interactions with staff and members of the public
- Mental Stress – work will involve meeting deadlines, schedule management, attending meetings and events after normal work hours, and occasional unpleasant interactions with members of the public