

JOB DESCRIPTION

POSITION:	ENVIRONMENTAL & SUSTAINABILITY COORDINATOR		
DEPARTMENT:	Pollution Control	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543441
HOURS OF WORK:	35	GRADE/CLASS:	0.14
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Supervisor, Environmental Sustainability & Climate Change, the position will assist in championing and advocating for the City of Windsor's Environmental Master Plan (EMP) as well as carrying out functions under the Windsor Essex County Environment Committee (WECEC). This position will be required to travel off-site to and outside of normal working hours. Assist the Environmental Coordinator with the implementation of the EMP and associated activities and actions such as tracking and monitoring of action plans, researching best practices, including innovative work in other municipalities, funding possibilities, environmental website maintenance, development of educational material/activities, and community outreach events (public events, open houses and school events). Research, develop and implement projects and programs that promote environmental awareness in Windsor and Essex County. Initiate, develop and maintain relationships with Windsor and Essex County environmental organizations, including both government and non-government organizations; liaise with stakeholders, interested community members in Windsor and other municipalities; maintain amiable relations with the public and fellow staff. Responsible to administer part of a departmental budget for up to \$10,000.00, and to sign and initial requests to make expenditures in accordance to detailed procedures; monitor financial resources and update WECEC and its Budget Subcommittee on a regular basis regarding WECEC events, as well as the procurement of goods and services for WECEC/EMP sponsored activities, and processing of expenses for approval of payment. Attend WECEC and its Subcommittee meetings; ensure coordination of WECEC and its Subcommittee activities with other agencies and organizations as appropriate. Liaise with the Recording Secretary to ensure all action items are followed up thoroughly and expeditiously. Ensure that WECEC resolutions are presented to City of Windsor and County of Essex Councils. Manage and direct the work of WECEC and its Subcommittees, as requested by WECEC and Subcommittee Chairs or as expressed through WECEC and Subcommittee resolutions; prepare correspondence and carry out the business of WECEC under the direction of Co-Chairs; prepare thorough, written monthly reports and assure WECEC minutes are distributed to all municipalities. Prepare grant applications; seek funding and partnerships as required. Assume a lead role to develop and prepare promotional materials, initiate, implement and promote public information and awareness campaigns and environmental events and projects; represent WECEC at selected events; organize and supervise activities of volunteers and students at WECEC and EMP events; keep a log of all hours and assignments directed to WECEC activities; lift boxes and displays. Monitor and report to the Environmental Bill of Rights (MOE) and DEQ (US) Permit Applications for those affecting Windsor and Essex County and track development of new federal and provincial environmental legislations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a four (4) year University Degree in Environmental Science or Ontario Ministry of Education equivalencies
- Must have over six (6) months of experience working in an Environmental Planning or related field;
- Must hold and maintain a current, valid and lawful Class G Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must possess excellent written and verbal communication and media relation skills, the ability to work both independently and as a member of a team, strong organizational and problem solving skills;
- Must be proficient in Windows based software including the Microsoft Office Suite of Products, namely, Word, Excel, Outlook and PowerPoint;
- Must have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work;

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- Municipal environmental and sustainability planning experience will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work. May be light during events.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.