



Sustainability / Alternative Energy Coordinator

Nestled in the heart of the Okanagan Valley, Summerland is committed to Climate Action initiatives and being a leader in sustainable practices. Reporting to the Manager of Works, the focus of this position will be on developing, enhancing, supporting and reporting District efforts related to sustainability activities in a variety of areas.

The incumbent, through corporate and community initiatives, will work toward reducing greenhouse gas emissions and play a leadership role in coordinating the Climate Action program and will help implement these activities into municipal operations including fleet and public facilities. These technical services will include a variety of consultation, design, project management, implementation, and administrative duties, such as:

- Review, update and coordinate the District's Corporate Energy and Emission Reduction Plans including new project activities and provide support on Community Action Plan goals.
- Support annual greenhouse gas emissions inventory activities, act as a staff liaison and support person on applicable Committees related to the position.
- Prepare applications and updates for grants related to departmental projects.
- Work with all District operations, the community, and other organizations to develop, enhance and report on sustainability related activities.
- Plan and prepare proposed capital and operating projects including the management and analysis of Requests for Proposals, contract documents and specifications and capital and operational projects under construction, where required.
- Participate in the development and implementation of the District's Asset Management Plan.

Qualifications:

- Completion of a post secondary degree related to duties required of the position.
- Three (3) years' experience in policy development project management and/or program delivery related to climate change, sustainability, and alternative energy.
- Considerable working knowledge of the initiatives and programs that seek to reduce greenhouse gas emissions, concepts and issues related to climate change, energy management, green buildings, fleet, sustainability and their impacts.
- Previous experience with asset management and capital works project management would be an asset.
- Strong grant and report writing skills.
- Demonstrated ability to communicate effectively orally and in writing.
- Ability to establish and maintain constructive working relationships with a wide variety of internal and external stakeholders.
- Work independently as well as proactively in a team environment and have excellent leadership, organizational, and analytical skills.
- High level of proficiency with MS Office based computer applications including Excel, PowerPoint and Word.

This position provides a competitive salary, a comprehensive benefits package and pension. To be considered for this exciting opportunity please submit your cover letter and resume (in PDF format) to hr@summerland.ca quoting Competition number 21-32 by noon on Monday, August 30, 2021.

We thank all applicants for their interest, however only those under consideration will be contacted.