



JOB DESCRIPTION

**Job Title: Parks and Environmental Services
Coordinator**

Direct Supervisor: Manager of Parks and Environmental Services

Hours: Full-time

File Reference: 07-2560-02

Affiliation: CUPE 374

Salary: 46.61/Hr (2020 Rate)

Date Approved:

***Job Description and Hourly Rate
Currently Under Review***

Position Summary

Reporting to the Manager of Parks and Environmental Services, the Parks and Environmental Services Coordinator provides technical and project support for the advancement of environmental services and parks operations. The Parks and Environmental Services Coordinator will assist in the advancement of environmental initiatives and programs for the District of Sooke and will participate in strategic planning and land development related to parks and the environment.

Nature & Scope of Work

1. Works with District staff to review, develop and implement District bylaws, plans and public materials to ensure compliance and the advancement of initiatives.
2. Utilizes knowledge of land development and construction to review plans, provide comments on referrals from internal and external agencies and requests for information and advice for subdivisions and planning purposes as they relate to District bylaws, standards and policies and provincial and federal legislation.
3. Provides expertise, advice, and guidance on environmental matters, including best practices, as well as regulatory and other requirements or affiliated agencies (i.e. Riparian Areas Protection Regulation, Sediment and Erosion Control, GHG emissions, climate adaptation) and remains up to date within these requirements.
4. Oversees projects and programs including hazardous tree and tree preservation, invasive species and watershed management.
5. Assists in Parks and Environmental Services capital projects including the preparation of Request for Proposals (RFPs) and contract documents for work performed by consultants and contractors.
6. Prepares and maintains project schedules and monitors compliance, develops solutions for scheduling problems and provides advice and recommendations.
7. Works closely with the Parks Operations – Lead Hand to ensure efficient operations and to support special projects.
8. Participates in the preparation of the annual budget.
9. Develops website, educational and resource materials on District programs relating to parks and the environment.
10. Prepares clear and concise reports with minimum supervision.
11. Assists with asset management.
12. Represents the District of Sooke at a staff level on regional, intermunicipal, inter-agency, inter-governmental and community committees or boards.
13. Responds to inquiries and public complaints on behalf of the Manager of Parks and Environmental Services.
14. Performs other duties as required as related to the nature and scope of work.

Knowledge, Abilities & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.
3. Ability to work well under pressure and to a deadline.
4. Ability to exercise independent judgement and initiative and demonstrate sensitivity to political issues and impacts.

5. Ability to lead by example and sometimes deal with difficult and politically sensitive situations on behalf of the department.
6. Thorough familiarity and proficiency with Microsoft Office, GIS and presentation software.
7. Working knowledge of the operation and function of other District departments.
8. Working knowledge of related municipal legislation, i.e. *Local Government Act, Community Charter*, related statutes, laws, regulations and precedents respecting land use, the environment and climate change.
9. Working knowledge of developing and evaluating complex land use plans, policies and bylaws.
10. Ability to lead consultants and special projects with a working knowledge project management including planning, policy, and public process development.
11. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information while staying focused on task.
12. Experience with parks operations and the tools and materials required to run an effective maintenance.
13. Excellent oral and written skills with experience preparing and presenting reports to Council.
14. Excellent teambuilding skills.
15. Demonstrate proficiency in the core competencies of:
 - a) Adaptability: Willingness to be flexible in a changing environment
 - b) Relationship Building: Establishes and maintains respectful and cooperative working relationships
 - c) Effective Communication: Communicates effectively with others
 - d) Problem Solving: Recognizes and acts to resolve problems
 - e) Organization: Organizes work so that others will understand it, in order to achieve District goals
 - f) Customer Focus: Provides excellent service to both internal and external customers

Training and Experience Requirements

1. Degree in Environmental Science, Parks Management or related discipline and a minimum of three (3) years of directly related experience in parks operations management.
2. Minimum of five (5) years of diverse and progressively responsible experience in local government, or equivalent combination of experience in the government and private sectors.
3. Education and experience in project management is considered an asset.
4. Member of the College of Applied Biology (R. P. Bio) or equivalent professional designation is preferred.
5. Valid Class 5 B.C. Driver's license.

The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Norm McInnis
Chief Administrative Officer

Date