



JOB DESCRIPTION

Job Title: Parks and Environmental Services Coordinator

Reports To: Manager of Parks and Environmental Services
Pay Grade: 8

Affiliation: CUPE Local 374

Hours per Week: 35
Approval Date: Sept 9, 2021

Position Summary

Reporting to the Manager of Parks and Environmental Services, the Parks and Environmental Services Coordinator provides technical and project support for the Parks and Environmental Services division. The Parks and Environmental Services Coordinator assists in the advancement of environmental initiatives and programs for the District of Sooke and participates in strategic planning and land development related to parks.

Nature and Scope of Work

1. Works with District employees 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 and support on parks environmental matters, including best practices, as well as regulatory and other requirements or affiliated agencies such as Riparian Areas Protection Regulation, Sediment and Erosion Control, GHG emissions, and climate adaptation, and remains up to date within these requirements.
4. Oversee parks projects related to hazardous tree policies 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 parks 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 duties.
12. Represents the District of Sooke at an employee 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 related duties as required.

Knowledge, Skills, and Abilities 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 always maintain confidentiality of matters.
3. Thorough knowledge of business English.
4. Ability to exercise independent judgement and initiative and demonstrates 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. Working knowledge of developing and evaluating complex land use plans, policies, and bylaws related to parks.
7. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
8. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
9. Ability to lead consultants and special projects with a working knowledge of project management, including planning, policy, and public process development.
10. Thorough familiarity and proficiency with Microsoft Office Online, GIS application, records management application, and land management application, and the ability to learn other software systems as required.
11. Working knowledge of adopted District document management practices.
12. Working knowledge of the operations and functions of other District departments.
13. Working knowledge of related municipal legislation, including *Local Government Act* ("LGA"), *Community Charter*, and *Freedom of Information and Protection of Privacy Act* ("FOIPPA"), related statutes, laws, regulations, and precedents related to land use, environment, and climate action.
14. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
15. Strong interpersonal skills and written and verbal communication skills.
16. Experience preparing and presenting reports to Council.
17. Excellent organizational and time management skills.
18. Excellent team building skills.

Training and Experience Requirements

1. A diploma in Environmental Science, Parks Management.
2. A minimum of five (5) years of diverse and progressively responsible experience including three (3) years of directly related experience in park planning and development.
3. Must be able to obtain and maintain Occupational First Aid Level 1 certification.
4. A valid Class 5 BC Driver's Licence and a current Drivers Abstract.