



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### CLIMATE CHANGE COORDINATOR PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Manager of Water Services and Environmental Sustainability, this position is responsible for coordinating, implementing, and tracking sustainability initiatives with a focus on climate and energy-related projects for the Township. The Climate Change Coordinator will play a critical role in advancing current efforts to reduce greenhouse gas emissions, reduce energy, improve resiliency, and promote sustainable practices. This position will work closely with all departments to develop and implement effective climate and energy initiatives, programs, and policies and to measure and report on their impact.

#### **Major Duties & Responsibilities:**

##### **Climate Change Initiatives**

- Lead and main contact for the Township's climate change response, developing long-term planning strategies and corporate frameworks to support Township and community initiatives.
- Develop implement and track a Corporate Climate Strategy and Adaptation Plan that includes greenhouse gas reduction targets and action plan to meet targets.
- Coordinate and manage various climate and energy-related projects and programs, such as energy efficiency studies and retrofits, renewable energy installations, and circular procurement initiatives.
- Monitor, evaluate and report on the progress of climate and energy initiatives and programs and adjust strategies as necessary to meet targets.
- Assist in updating and implementing the energy conservation and demand management program.
- Support the creation and delivery of training sessions and staff engagement campaigns to raise awareness about sustainability and climate change for municipal staff.
- Advise on the implementation of various strategies (i.e. asset scale risk assessments, green fleet strategy) that focus on embedding climate change into the management of Township assets, spaces, and operations.
- Develop and implement policy that will result in consideration of environmental stewardship and climate change adaptation throughout the corporation operations and service delivery.

##### **Administrative**

- Support coordination of internal working group(s) to progress goals developed through the Corporate Climate Strategy and Adaptation Plan.
- Reporting annual facility energy and greenhouse gas emissions use as per Ontario Regulation 507/18, Electricity Act 1998 requirements.
- Research and identify incentives and funding opportunities for climate and energy initiatives. Lead grant application processes and reporting.
- Develop internal policies and procedures to ensure the adherence to provincial and federal policy and related legislation.
- Liaise with external partners, including other municipalities, organizations, and government agencies, to share best practices and collaborate on joint initiatives.
- Attend and participate in relevant meetings, workshops, and conferences to stay up to date on emerging trends and best practices in sustainability.

- Administer and support public education and outreach programs to promote the reduction of greenhouse gases and related climate change and sustainability initiatives.
- Prepares RFPs and manages contracts with consultants, in support of climate initiatives.

### **Data Management**

- Develop and maintain an energy management data system to track energy usage.
- Assess energy management data to forecast utility budgets, set energy management and capital projects priorities.
- Utilize the energy management data to create energy modeling to measure results.
- Track, monitor and report progress on corporate climate, energy, and sustainability initiatives.
- Complete annual corporate greenhouse gas inventory and report.
- Assist in updating community greenhouse gas inventory.

### **Corporate Support**

- Participate in all corporate training requirements.
- Attend community events as required.
- Perform additional duties and undertake special projects as assigned.

### **Minimum Qualifications and Requirements:**

- Three (3) year College diploma in engineering, energy, or environmental technology, planning or related field.
- Certification such a Certified Energy Manager (CEM), Certified Energy Auditor (CEA) or similar, would all be considered an asset.
- Minimum of two (2) years' work experience in related field. Municipal experience is considered an asset.
- Experience in project coordination or project management is considered an asset.
- Experience in developing Requests for Proposal, project budgets and managing complex strategic projects.
- Working knowledge and understanding of energy management systems, greenhouse gas emissions and accounting and project measurement and verification.
- Knowledge and demonstrated abilities in effective writing techniques.
- Knowledge of the principles of municipal operations and strategic planning would be beneficial.
- Knowledge and understanding of software applications for municipal asset management systems would be beneficial.
- Knowledge of principles and practices of research and data collection.
- Statistical and mathematical knowledge and ability to apply such knowledge in practical situations.
- Excellent time management, analytical, problem-solving and research skills.
- Computer literacy and office administration skills with the ability to work in a dynamic environment.
- Records management skills.
- Strong attention to detail, organizational and interpersonal skills.

**Annual Salary:**           \$76,897 - \$86,499 (2024 salary range)

**How to Apply:**           Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **July 31, 2024, at 11:59 p.m.**  
Please quote job posting '2024-030' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at [www.centrewellington.ca](http://www.centrewellington.ca) and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.*