

TOWN OF BRIDGEWATER JOB DESCRIPTION

POSITION: Sustainability Planner/Project Coordinator

TERM: Permanent

DEPARTMENT: Planning

SUPERVISOR: Director of Planning

JOB SUMMARY:

Under the supervision of the Director of Planning, the Sustainability Planner/Project Coordinator will be primarily responsible for coordinating the implementation of Actions prescribed by the Town's Integrated Community Sustainability Plan (ICSP). This work will require detailed project/program management and ongoing financial reporting to the Canada-Nova Scotia Infrastructure Secretariat (CNSIS). The Sustainability Planner/Project Coordinator will also be responsible for assisting with other related planning initiatives, as determined by the Director Planning, including but not limited to the Town's Comprehensive Climate Change Study, Active Transportation and the Town's Comprehensive Planning Document Review.

DUTIES:

Under the direction of the Director of Planning, the Sustainability Planner/Project Coordinator will be responsible for carrying out the following duties:

1. Assist with the implementation of the Town's ICSP by:
 - a) Coordinating various Town Actions prescribed by the Town's ICSP;
 - b) Developing partnerships and liaising with regional agencies, municipalities and organizations to carry-out ICSP Actions;
 - c) Preparing and managing various funding applications to support the implementation of ICSP Actions;
 - d) Developing and managing ICSP monitoring and reporting tools for Senior Management and Town Council;
 - e) Coordinating the Sustainability Partnership & Participation Program;
 - f) Developing and coordinating a Town committee ("green team") to improve the sustainability of general operating practices;
 - g) Developing and managing an annual budget for all sustainability projects and initiatives;
 - h) Assisting with a detailed review of the ICSP every five years (approximately); and
 - i) Assisting with other tasks which support the implementation of the ICSP.
2. Assist with annual ICSP-related financial reporting (i.e., Capital Investment Plan, Annual Expenditure Report, etc.) to the Canada-Nova Scotia Infrastructure Secretariat (CNSIS) for evaluation/approval of sustainability projects and initiatives for the Town.
3. Assist with other planning projects and initiatives as determined by the Director of Planning, including but not limited to the Town's Comprehensive Climate Change Study, Active Transportation, and the Comprehensive Planning Document Review.
4. Supervise temporary or permanent Planning Department staff as determined by the Director of Planning.

5. Represent the Planning Department and Town of Bridgewater at various planning related workshops, or professional meetings/functions of interest to the organization, as directed by the Director of Planning.

Note: The duties above shall be updated from time to time, as determined by the Director Planning

WORKING CONDITIONS:

Base of Operations: Town Hall
 60 Pleasant Street
 Bridgewater, NS

Hours of Work: Monday - Friday
 8:30 a.m. - 4:30 p.m.
 (35 hours per week)

QUALIFICATIONS:

The incumbent must possess the following qualifications:

- a) Post-secondary university degree, preferably related to land use planning, environmental planning, environmental science or related;
- b) A thorough understanding of global, regional and local sustainability and planning issues and challenges;
- c) Familiarity with the Municipal Funding Agreement and the Province's ICSP process and reporting requirements;
- d) An understanding of the operational structure of municipal and provincial government;
- e) An understanding of the Municipal Government Act and the Town's statutory land use planning documents (Municipal Planning Strategy & Land Use By-Law);
- f) A valid driver's license;
- g) Excellent written and oral communication skills;
- h) Excellent research skills and techniques for the collection of information and data relevant to planning; and
- i) Excellent computer skills, including a thorough understanding of Microsoft Office.

I have received a copy of this job description:

Signature of Incumbent

Date