

EMPLOYMENT OPPORTUNITY

Environmental Services Coordinator

POSTING No: #2018-24

POSTING DATE: AUGUST 2, 2018

POSTING EXPIRY DATE: AUGUST 23, 2018

Strathcona Regional District is currently seeking a highly motivated Environmental Services Coordinator. Reporting to the Manager of Community Services, the Environmental Services Coordinator possesses a high level of initiative and independent judgement and is interested in having oversight for a wide range of projects and services including: water, sewer, liquid waste management, solid waste disposal, transportation, street lighting, river bank protection, flood and storm water management.

EDUCATION AND QUALIFICATION

- Graduation from a recognized technical institute with a diploma in civil engineering (or an alternative combination of education, training and experience).
- Courses and experience in project management.

LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid BC Class 5 Drivers Licence.
- Eligibility for membership in the Applied Science Technologies and Technicians of BC, Project Management Professional Certification or other associated professional association is preferred

We offer a competitive salary commensurate with qualifications and experience supplemented by a comprehensive benefit package. Qualified candidates are invited to submit a cover letter and resume quoting posting **#2018-24 Environmental Services Coordinator** to corporate@srd.ca by 4:00 pm Thursday, August 23, 2018.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Strathcona
REGIONAL DISTRICT



301-990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 · Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.strathconard.ca

Environmental Services Coordinator

JOB SUMMARY

Reporting to the Manager of Community Services, the Environmental Services Coordinator possesses a high level of initiative and independent judgement and is interested in having oversight for a wide range of projects and services including: water, sewer, liquid waste management, solid waste disposal, transportation, street lighting, river bank protection, flood and storm water management.

MAJOR DUTIES AND RESPONSIBILITIES

- Develops project plans for environmental services including project scope, design, scheduling, cost estimates and stakeholder engagement.
- Drafts and administers contracts, tenders, RFPs and service agreements.
- Coordinates and monitors the work of external engineering consultants, construction contractors and service providers.
- Conducts field investigations and monitoring as required.
- Provides technical information and recommendations to staff, the public, contractors, consulting engineers and others in relation to ongoing operations, projects and development proposals.
- Conducts public outreach and engagement in relation to the SRD's environmental services and responds to complaints and enquiries.
- Provides verbal and written reports to the Board of Directors.
- Develops and delivers of a five-year budget and corresponding work plan in consultation with the department manager.
- Keeps informed about changes to regulations and best practice and makes recommendations for continuous improvement.
- Represents the Regional District in complex negotiations and engagement with stakeholders.
- Keeps informed of grant funding opportunities and develops applications for funding.
- Maintains digital and hard copies of records, plans, drawings, etc.

EDUCATION AND QUALIFICATION

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KNOWLEDGE, ABILITIES & SKILLS

(Required for acceptance into the position or to be demonstrated in first six months of being in the position)

- Advanced research, synthesis and writing skills;
- Ability to comprehend and effectively communicate (written and verbal) technical engineering concepts;
- Ability to handle complaints and resolve conflicts using tact, courtesy and patience;
- Advanced project management skills;
- Ability to read and interpret engineering maps, diagrams, plans and drawings;
- Knowledge of contracts, construction methods, estimating cost and timelines, budgeting; and how to conduct field-inspections;
- Knowledge of engineering related standards and services provided at the local government level and the role of the regulatory authorities;
- Current knowledge and understanding of relevant regulations, local government bylaws, policies and processes, and general trends and development within regards to the local government delivery of engineering services;
- Understanding the principles and best management practices of water management including flood and storm water management;
- Ability to keep accurate and complete digital and hard copy records;
and
- Sound working knowledge of related computer applications, such as, Microsoft Word, Excel and Outlook. Knowledge of AutoCAD and similar programs will be an asset.

OTHER

- Ability to work a variable work schedule including some weekends and evenings, for which overtime will be provided.

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date