



**Climate Action – Part-Time Contract Position
October 2022 to April 2023
Job Posting #: 2022-44**

Put your research skills to the test! Join our team this Fall and help develop the City's climate mitigation action plan.

Qualifications for the successful candidate are:

- Enrolled in or completed a post secondary program in Environmental Technology/Technician, Engineering, Climate Change, or related program or a combination of education and experience satisfactory to the employer.
- Ability to work with groups of people and interdisciplinary collaboration
- Strong research skills
- Strong written and verbal communication skills
- Climate knowledge and/or coursework is required

The City is looking for a creative and dynamic individual to support the implementation of the City's Climate Action Strategy. The Strategy will include the development of a Climate Action Plan (Mitigation) and the refresh of the Corporate Climate Change Adaptation Plan. This individual will assist with the development of a baseline inventory of greenhouse gas emissions as well as action development to mitigate climate change.



The wage rate for this position is \$18.00/hr. The full job description can be found below. To explore this opportunity further, we invite applicants to forward their resume and cover letter by Monday, October 3, 2022 at 4:30pm to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

Department: City Manager

Job Title: Climate Action – Part Time Position

Employee Group: Non-Union

Direct Supervisor: Senior Manager, Strategic Initiatives and Operational Effectiveness

Revision Date: New

Position Summary and Scope:

Reporting to the Senior Manager, Strategic Initiatives and Operational Effectiveness, the Climate Action performs a variety of tasks, including research, data collection and analysis, report writing, and community outreach and education. The co-op student will gain experience and knowledge of how the City of Owen Sound addresses environmental issues through various initiatives, programs, and plans. This position will be for a period of 4 months, with the possibility of extension up to 8 months.

Duties and Accountabilities:

- Prepare baseline greenhouse gas emissions inventory for the corporation and the community
- Analyze internal and external data related to climate change activities and extreme climate events for use in developing actions for the climate mitigation plan as well as updating the actions in the corporate climate change adaptation plan
- Interpreting and presenting data in graphs, tables and reports.
- Public engagement and outreach initiatives including liaison with environmental organizations.
- Collaborate with staff across the City and with external agencies regarding climate change mitigation and adaptation
- Perform other duties as assigned

Employee Health & Safety Responsibilities:

Carry out work in a safe manner, preventing safety hazards to the incumbent and others;

Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures as well as the Occupational Health and Safety Act.

For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28

Educational Requirements:

Highschool Diploma or equivalent

- Currently enrolled in or completed post-secondary co-op program in Engineering, Environmental Technology/Technician, Climate Change, or related field or a combination of education and experience satisfactory to the employer.

Skills and Competencies at the working level:

- Basic understanding of climate change principles including ability to read and interpret policies/plans.
- Basic understanding related to energy conservation, climate adaptation and mitigation challenges facing Canadian municipalities
- Knowledge of data collection processes, techniques and principles.
- Proficiency with Microsoft Office Suite
- Strong organizational skills.
- Strong verbal communication and technical writing skills.
- Sound analytical, research and problem-solving skills.
- Strong customer service skills
- Safe work habits and practices.
- Graphic design skills.
- Ability to plan and prioritize work, perform under pressure, and meet deadlines.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to work both independently and as part of a team.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to portray science concepts and systems using graphics
- Valid G Drivers Licence and a clean driver's abstract is preferred.

Experience at the working level:

Previous Work Related Experience (# of years or months):

Climate action related data collection experience an asset

Positional on-the-job training required (# of weeks or months):

2 weeks

Working Relationships:

Will work with City staff and contractors to obtain data.

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: up to 7 hours per day

Walking: up to 5 hours per day

Standing: up to 5 hours per day

Sitting: up to 7 hours per day

Lifting: up to 50lbs

Ladder Climbing: Yes

Exposure: hot and cold temperatures

Other:

Working Conditions:

Hours of work: 8:30am to 4:30pm

Shift length: 7 hours

Shift Schedule: Monday to Friday

Additional Comments: Additional hours may be required to meet operational demands

Consequence of Errors:

Incorrect data could lead to errors in climate change adaptation plan decisions made by management and/or Council