

Competition No:	<b>2022-08</b>	Employment Type:	Full-time
Close Date:	March 1 <sup>st</sup> , 2022 at 4:00 p.m.	Duration:	Permanent
Position Title:	Manager of Climate Action & Environmental Services	Salary Range: \$74,790 – 84,176 based on qualifications and experience	
Department:	Operations	Hours of Work:	40 hrs/wk

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Manager of Climate Action & Environmental Services** to join our team.

Under the general direction of the Director of Operations the incumbent is responsible for fostering an understanding of environmental decisions that impact the City of Selkirk, its residents and property owners. The incumbent oversees the delivery of Solid Waste, Selkirk Transit, Active Transportation, and climate change mitigation and adaptation services and implements improvements to these services.

## Job Duties

### 1. Leadership & Employee Development

- In consultation with the Director establish annual goals and objectives for the Division.
- Supports an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential.
- Manages appropriate succession and training plans and ensures employees are correctly developed to perform their duties.
- Influences and inspires others to achieve goals and objectives.
- Leads others in adapting to innovative work environments and ensures awareness on Department initiatives, decisions, committees, policies, etc., is communicated.
- Communicates and guides others to understand delivery of effective services and achievement of objectives and interpersonal relationships.
- Promotes productive employee relations while guiding and coaching employees, supervisors, and other managers.
- Demonstrates a commitment to the organization by actively participating in committees, programs, and organizational initiatives.
- Direct, administer and monitor all work assignments, equipment, and inventory supplies within the Division, including the maintenance of records of daily time, preparation of time for payroll and to ensure the efficient and effective provision of services to other Departments and Divisions.
- Undertake the annual employee evaluations of personnel in the Division and recommend training and development programs for personnel.

### 2. Administrative Management

- Prepare such reports, policies, procedures and programs for accomplishing approved objectives including the development of methods, standards, scheduling and reporting systems for the effective delivery of Municipal Services by the Division.
- Participate as a member of the Departmental Management Team. Responsible for the Division's committee meeting agendas and attending meetings as required.
- Participate in the hiring process for personnel within the Division as per the City's hiring policy.

- Direct work assignments of contractors hired within the Division and monitor the completion of all assignments as per the contract document.
3. Climate Action and Environmental Management
    - Lead all City Departments on climate change initiatives and assist with the implementation of climate mitigation and adaptation projects and programs.
    - Oversee the tracking and reporting of GHG inventories, and analysis of improvements for the City of Selkirk and the community at large.
    - As part of environmental stewardship to improve City practices and services, responsible to prepare reports, policies, procedures, and requests for proposals for accomplishing approved objectives.
    - Review all future City projects and provide recommendations that seek to reduce the project's environmental harms and maximize environmental benefits.
    - Work with Marketing and Communications Coordinator to prepare public communications to increase awareness related to climate change and the environment.
    - Actively seek funding opportunities including grant sourcing/application in relation to environment and climate change and initiatives.
    - Seek out and develop strong relationships with organizations and government agencies to advance the City's climate change and environmental objectives.
  4. Solid Waste Management
    - Oversee and improve City practices and services in solid waste management.
    - Manage the relationship with solid waste contractors.
    - Responsible for preparation of reports, policies, procedures, and programs for accomplishing approved objectives.
    - Advise the City on waste collection, reduction, and diversion strategies.
  5. Selkirk Transit Authority and Active Transportation
    - Manage the contract with Selkirk Transit Authority and maintain an excellent working relationship.
    - Oversee, develop, and implement programs, policies and operating procedures including the development of methods, standards, scheduling and reporting systems for Transit and Active Transportation Services.
    - Directly responsible for the implementation and improvements of the City Active Transportation Strategy.
  6. Financial Management
    - Prepare and submit the Division's annual Operating Budget to the Department Head as well as to monitor and control all Division expenditures and revenues.
    - Advise and undertake the purchase of equipment, tools, and supplies for the Division in accordance with the City of Selkirk Procurement and Tendering Policy.
  7. Exceptional Citizen Service
    - Ensure the efficient and effective provision of services to Citizens and respond to inquiries from the public.
    - Assist CitizenSupport Representatives by providing essential information to efficiently respond to citizen inquiries.
    - Provide a vibrant, safe, and healthy community, by researching all matters impacting upon the provision of environmental services within the community and to assist in the preparation of long range and short-term planning.

- Respond to all inquiries from Senior Management.
  - Work co-operatively with all City Departments and personnel to support Corporate initiatives.
8. Safety and Emergency Management:
- Act as a member of the EMO Team and provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.
  - Ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the Division.
9. Capital Asset Management Program
- Understand and comply with the City's Capital Asset Management policies.
  - Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.
  - Develop and maintain a preventative maintenance program for all assets in the Division.
10. To perform other related duties as assigned.

## **SPECIFICATIONS/QUALIFICATIONS**

### **Education, Knowledge and Experience**

#### **Minimum Requirements shall include:**

- Successful completion of Diploma or Degree from a recognized post-secondary institution in Environmental Sciences or related discipline or equivalent combination of education and experience in a related field may be considered.
- Minimum of 5 years directly related experience with increasing responsibility, preferably in a municipal environment.
- Experience in management and supervision of staff preferably in a municipal or unionized environment.
- Awareness of key Canadian climate change regulatory drivers, standards, and policies.
- Demonstrated understanding of climate change issues within the context of municipal government, municipal asset management, and risk assessment.
- Demonstrated ability to exercise good judgement, sound decisions and strategic thinking skills in order to advance projects forward, come up with practical solutions and implement results and deliverables.
- Experience with GHG software and GHG inventories considered an asset.
- Possession of a valid Class 5 Manitoba Driver's License
- Proficient in using Microsoft Office Suite, email & internet, and the ability to learn new technology as required
- Valid First Aid and CPR Certification
- Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions
- Experience providing exceptional customer service
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts

Desired qualifications:

- Relevant Master's Degree
- Certificate in Asset Management
- C.E.T. designation in Environmental Engineering

**COMMENTS:**

Applications will be accepted until March 1<sup>st</sup>, 2022 at 4:00 p.m. Interested individuals are to specify position being applied for and attach their resume with a cover letter listing how they meet the minimum qualifications/requirements of position. Resumes/applications are to be submitted to:

**Contact Information:**

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

For a copy of the full job description please visit our website, [myselkirk.ca](http://myselkirk.ca).

The City of Selkirk is dedicated to building a workforce that reflects the diversity of the community we serve. We are an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the [Contact Information](#) section of this posting.

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.