

**Town of Caledon**

**make a difference**



**Job Title: Acting Manager, Energy & Environment (Contract Up to 7 months)**  
**Closing Date: December 11, 2022, 11:59PM**

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can **make a difference**.

### **The Opportunity**

Reporting directly to the Director, Corporate Strategy and Innovation, this role champions the Town's corporate and community response to climate change. This role oversees the Town's Energy Conservation and Demand Management and Climate Change Mitigation and Adaptation Strategies. This is achieved through ensuring interdepartmental and external agency cooperation and strategic alignment. This role is responsible for facilitating the commitment of Council in declaring a Climate Change Emergency, ensuring the Town can reduce its emissions to net zero by 2050, and be prepared for climate change impacts, including extreme weather. As the Acting Manager, Energy & Environment, you will perform the following duties, including but not limited to:

- Oversee the development and implementation of the Town's climate change adaptation and mitigation Strategies. This involves, prioritizing climate change initiatives, and providing technical support and collaborating with internal and external stakeholders in alignment with Council endorsed targets and the climate emergency declaration.
- Foster and secure partnerships with various agencies to build and streamline public/community and public/private partnerships and promotions to enhance the capacity of the Town and community to implement climate change initiatives.
- Review, monitor, make recommendations and report to the Corporate Leadership Team and Council, making recommendations on approaches to integrate climate change
- Provide guidance and support to the Climate Change Division, through coaching, professional development, producing flexible annual work and strategic plans, conflict, and issue management, managing and establishing capital and operating budgets and managing changing resources and staffing conditions.



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[www.caledon.ca](http://www.caledon.ca)

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- Supervise in-house and contracted staff assigned to perform work and activities as defined herein. Collaborate with HR on people-related programs. Provide input to the career development of assigned staff, including technical direction, training recommendations, coaching, and mentoring.
- Oversee the Town's green fund grant and external grant applications, ongoing budget, and project tracking, respond to legislation changes, participate and represent the Town in other committees and special projects
- Maintain responsibility for assigned duties within the departmental and/or corporate Business Continuity Plan.

## The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in environmental studies, engineering, climate change or a closely related field. Our ideal candidate has minimum 7 years of experience facilitating environment, sustainability, climate change, or energy management strategies, including minimum 1 year of experience at a management level.

The ideal candidate will have demonstrated capability to manage staff within a Division. We are seeking an individual with superior interpersonal skills, a demonstrated ability to exercise significant discretion, and excellent communication skills.

The successful candidate for Acting Manager, Energy & Environment will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers an hourly rate of \$45.77, based on a 35-hour workweek.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

***New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.***

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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