



SUSTAINABILITY PROGRAMS SPECIALIST

Temporary Full-Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

Reporting to the Manager of Environmental Sustainability, Sustainability Programs Specialists are responsible for researching, developing, implementing, and reporting on programs, policies, and initiatives that support the City's environmental sustainability plans and strategies. This Sustainability Programs Specialist role involves identifying, managing, and supporting initiatives focused on energy management and greenhouse gas (GHG) reduction for both corporate operations and the broader community.

Working closely with the Climate and Energy Manager, you will support the implementation of the City's Energy Management Program and contribute to climate action and GHG reduction efforts outlined in corporate plans and strategies. Key responsibilities include leading and supporting projects aimed at decarbonizing the City's fleet, promoting resilient and low-carbon civic facilities, implementing renewable and low-carbon energy technologies, furthering energy conservation measures, and reducing waste. To support this work, we're hoping you bring technical knowledge and expertise, as well as experience in preparing business cases and conducting cost-benefit analyses to support climate and sustainability projects.

Additionally, you will collaborate with the broader Sustainability team to advance community-focused energy management and emissions reduction initiatives outlined in the City's Strategic Plan and sustainability and climate action plans (e.g. Environmental Sustainability Plan, Climate Adaptation Strategic Plan, and forthcoming Climate Action Plan). In this capacity, you will lead projects and support efforts to decarbonize buildings and infrastructure, promote sustainable transportation, and engage local businesses and residents in climate action.

This role is ideal for someone who excels at leading and delivering creative, innovative sustainability and climate action projects. We're hoping you bring expertise in energy management, renewable and low-carbon energy technologies, and emissions reduction; you understand the power of data; and you get excited by the opportunity to develop, track, analyze, and report on sustainability indicators.

The ideal candidate will be skilled at establishing and maintaining strong partnerships with a wide range of stakeholders, including various City departments, external partners (such as BC Hydro, Fortis BC, and others), consultants, community groups, and other government agencies. You will collaborate with these groups to identify and implement initiatives that drive sustainability progress. Additionally, you will support staff, direct consultants, contractors, and volunteers, and represent the Engineering and Public Works department on programs and committees.

This role is also part of the Fortis BC Energy Specialists Program, offering you opportunities for professional development, networking, and knowledge sharing within a broader network of energy specialists across municipalities.

Minimum Qualifications

Requirements include a Bachelor's degree in Engineering, Energy Management, Resource Management, Sustainability, or a related field with appropriate certifications and training related to the work (a valid professional designation in the Province of BC as a Professional Engineer, Registered Engineering Technologist or Certified Energy Manager would be considered an asset), and a minimum of three years of related experience that includes the following:

- Strong technical knowledge along with a deep understanding of renewable and low-carbon energy technologies to support building retrofits, solid waste, fleet, and infrastructure optimization projects, with a focus on energy efficiency and greenhouse gas (GHG) reduction.
- Extensive knowledge of energy management, emissions modelling, and accounting approaches. Familiarity with current and emerging sustainability principles, including climate change mitigation and resilience solutions, specifically within a municipal context.
- Demonstrated knowledge of local government corporate and community policy development, strategic planning, and the relevant federal and provincial legislation related to sustainability and climate action.
- Proven proficiency in managing projects, including contract administration, business case development, preparing funding applications, and budgeting processes.



- Demonstrated ability to collect, analyze, and effectively communicate complex technical data on sustainability indicators to both internal stakeholders and external audiences.
- Exceptional verbal communication and facilitation skills, with the ability to present complex information to diverse audiences in an accessible and engaging manner.
- Excellent interpersonal skills with a strong ability to collaborate, build relationships, and work effectively with internal teams, external partners, stakeholders, and the community to achieve shared sustainability and climate action goals.
- Experience overseeing the work of external consultants, contractors, and volunteers.

An equivalent combination of education, training, and experience may be considered. A valid BC Driver's license is required.

What We Offer:

This CUPE position has an hourly rate range of \$45.75 to \$54.03 (2025 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on April 23, 2025.

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