

## **SAMPLE JOB DESCRIPTION**

**Job Stream:** Energy Management  
**Position Title:** Climate Change Local Action Planner  
**Employer:** Municipal Government

### **EDUCATIONAL REQUIREMENTS:**

University degree in Engineering, Geography, Planning or Environmental Sciences

### **JOB DESCRIPTION SUMMARY:**

Prepare an inventory of greenhouse gas emissions (GHG) for a local government and assist in developing a strategic plan of initiatives to reduce greenhouse gases to meet the target set by the local government.

### **DUTIES/RESPONSIBILITIES:**

- i. Using software provided, collect information from utilities and internal municipal departments and calculate the base year GHG emissions and target year forecast.
- ii. Using the same software and working with key individuals within local government assist in developing a GHG reduction plan that meets the target set by the municipality.
- iii. Educate municipal employees on climate change and help develop an internal plan for reducing emissions.
- iv. Assist with or lead public education programs on reducing greenhouse gases and in the implementation of initiatives undertaken by the local government to reduce emissions in the community.

### **BASIC QUALIFICATIONS:**

- Strong analytical, research and conceptual skills are required
- Excellent writing skills are necessary
- (Provide a sample of written work)
- Ability to work carefully and accurately with numbers
- Experience working with computers in a Windows environment
- Good communicator

### **DESIRABLE QUALIFICATIONS** - (not essential)

- Knowledge of the development and implementation of community energy and waste reduction programs
- Experience in working with the public on the development and implementation of community programs
- Understanding of the program development process and how to implement new initiatives (including planning, costing, team building, implementation strategies, building in feedback and evaluation techniques)
- Experience using spreadsheets, graphics and presentation programs