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# Employment Opportunity

## Harbours and Watersheds Coordinator

### *Parks & Environmental Services – Environmental Protection*

Competition	<b>19/245</b>
Status	<b>Regular Full time</b>
Hours of Work	<b>70 hours bi-weekly</b>
Rate of Pay	<b>\$42.94 to \$48.68 per hour</b>
Review of applications begins	<b>4:00pm on January 21, 2020</b>

### Summary

This position is responsible for the oversight of the harbours programs, as well as specific watershed and related initiatives. This position is responsible for program development, annual work plans, budgets and supervision of staff.

### Duties & Responsibilities

- Develop, implement, evaluate and report out on programs and initiatives associated with stewardship of the core area harbours.
- Develop work plans and oversee budgets and program administration.
- Responsible for recruiting, hiring and supervising staff, including preparing performance reviews, performance management plans, and the training and development of staff.
- Facilitate community-based initiatives and communication around the core area harbours.
- Develop and implement community engagement, outreach and education projects associated with the stewardship of harbours and watersheds.
- Identify and develop relationships and collaboration with community stakeholders (e.g., government staff, community groups, non-governmental organizations, businesses).
- Plan, implement and report out on environmental monitoring programs associated with harbour and watershed stewardship.
- Prepare technical and summary reports.
- Oversee regional invasive species coordination.
- Evaluate, engage and oversee consultants.
- Identify sources of funding and writes funding proposals.
- Follow all policies, procedures and standards of the CRD
- Perform other related duties as required.

### Qualifications

- A Master's Degree in Science and 3-5 years' experience or a Degree in Science and 6-8 years' experience including 2 years at a supervisory level.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Ability to translate scientific information into plain language
- Must have a good knowledge of environmental management and environmental field sampling programs.
- Experience in project and budget management.
- Knowledge and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Ability to supervise staff and oversee consultants.

- Ability to write clear, concise reports on technical and non-technical matters.
- Ability to deal tactfully with multiple stakeholder groups.
- Ability to work as part of a team, provide leadership, and collaborate with external stakeholders.
- Ability to use initiative, be innovative, solve problems.
- Good organizational and time management skills.
- Ability to work independently, produce results and meet deadlines
- Experience in management of environmental projects
- Experience with communications/outreach programs to varied audiences
- Experience with working with committees
- Experience in budget management
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases.
- Ability to be self-motivated and have the ability to work independently, produce results with minimal supervision, take initiative and resolve problems.
- Must possess a valid BC Driver's Licence.

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "Careers".

**The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.**

