

EMPLOYMENT OPPORTUNITY

Special Projects Coordinator Wastewater

Temporary Full Time

Wastewater Services

Competition No.: 2021-017E



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS/EDUCATION

- Degree in environmental studies, chemistry, geography, environmental planning, public administration, or related field
- 1 to 3 years prior job-related experience
- Experience in local government is an asset

APPLICATION DETAILS

Please quote competition 2020-017E and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and apply online via one of the following links:

[Internal Candidates](#)

[External Candidates](#)

**Applications will be accepted until:
4:00 pm, on April 16, 2021**

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Temporary Full-time Special Projects Coordinator - Wastewater.

The successful candidate will be responsible for supporting the update of the Liquid Waste Management Plan (LWMP); assisting with the implementation of LWMP Programs including the SepticSmart and source control programs; updating development cost charge bylaws, collecting and analyzing information; updating and negotiating agreements; assisting with public events and public engagement and consultation; developing public information material; responding to public inquiries; preparing of terms of reference, proposal requests, tenders and contract documents; supervising, monitoring and directing consultants; and performing other related duties, as required.

QUALIFICATIONS

The successful applicant will possess a valid Class 5 BC Driver's License; have knowledge of the Local Government Act, the Wastewater Systems Effluent Regulations, Municipal Wastewater Regulation, the Organic Matter Recycling Regulation; and the Sewerage System Regulation; have effective written and verbal communication skills, excellent interpersonal, conflict resolution and leadership skills with an ability to maintain positive internal and external working relationships; strong research and analytical skills; a working knowledge of word processing and computer applications; a demonstrated ability to plan, organize, develop and implement projects, plans, and programs in a systematic and timely manner; and an ability to work independently and to meet deadlines.

POSITION DETAILS

This is a temporary full-time (35 Hours per week) Union Position to December 31, 2021 with the possibility of ending early or of extension based on the operational needs of the department. The (2020) hourly rate of pay is \$35.26 to \$37.12, plus 12.4% in lieu of benefits including vacation and statutory holidays.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

Special Projects Coordinator / Wastewater

Wastewater Services

JOB SUMMARY

The Special Projects Coordinator contributes to the effective operation of the Wastewater Services Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Support the update of the Liquid Waste Management Plan (LWMP).
- Implements the LMWP Programs including the SepticSmart and source control programs.
- Updates Development Cost Charge bylaws.
- Collects and analyzes information.
- Updates and negotiates agreements.
- Assists with public events and public engagement and consultation.
- Develops public information material.
- Responds to public inquiries.
- Prepares terms of reference, proposal requests, tenders and contract documents.
- Supervises, monitors, and directs consultants and contractors.
- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

- Degree in environmental studies, chemistry, geography, environmental planning, public administration, or a related field plus 1 to 3 years prior job-related experience or an equivalent combination of training and experience.
- Prior experience in local government is considered an asset.

Skills/Abilities

- Possession of a valid Class 5 BC Driver's Licence.
- Understanding of the *Local Government Act*, the Wastewater Systems Effluent Regulations, the Municipal Wastewater Regulation, the Organic Matter Recycling Regulation, and the Sewerage System Regulation.
- Effective written and verbal communication skills.
- Strong interpersonal, communication, conflict resolution and leadership skills with an ability to maintain positive internal and external working relationships.
- Strong research and analytical skills.
- Working knowledge of word processing and computer applications.
- Demonstrated ability to plan, organize, develop, and implement projects, plans, and programs in a systematic and timely manner.
- Ability to work independently and to meet deadlines.

Reporting Relationship

Reports to the Director of Water and Wastewater Services or designate.