

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT
(PUBLIC HEALTH SERVICES - HEALTHY ENVIRONMENTS DIVISION – ENVIRONMENTAL HEALTH – HEALTH HAZARDS & VECTOR BORNE DISEASES – 110 KING ST. W.)

AIR QUALITY CO-ORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Environmental Health - Health Hazards & Vector-borne Diseases, the Air Quality Coordinator is responsible for analysing and reporting on strategic and policy planning projects, as well as program development and implementation relating to the City's air quality and climate change programs.

GENERAL DUTIES

Receive and answer inquiries from staff, public, other departments, elected officials, municipalities, ministries and outside agencies.

Provide staff support to interdepartmental Staff Working Groups.

Co-ordinate work and initiatives of Clean Air Hamilton.

Collect and compile data; analyse and interpret data; formulate conclusions.

Maintain sources such as key contacts and information resources locally, nationally and internationally.

Liaise with municipalities, ministries and community agencies on planning matters.

Review literature; report on planning and policy issues.

Develop policy and recommend changes to existing policy.

Develop study designs, research methodologies and terms of reference for projects.

Develop framework to evaluate and analyze information, policies and plans.

Develop and implement new programs.

Assist in the preparation of the annual work programme.

Report on progress of projects.

Conduct surveys.

Input, manipulate and retrieve data.

Conduct site inspections; take notes and photographs.

Use quantitative methods such as population projection models, statistical analysis and economic forecasting techniques.

Scan media to identify issues.

Prepare and implement strategic plans.

Seek out and apply to external funding opportunities.

Identify community partners, develop program agreement and monitor joint initiatives.

Write reports such as research, technical and policy project reports and Committee reports.

Compose correspondence such as briefs and policy statements for senior management.

Review and interpret reports from other departments, municipalities, community agencies, consultants, provincial ministries and other local, national and international organizations.

Prepare audio-visual, graphic and written presentations to committees for Council, local, national and international organizations and the public.

Act as department representative at meetings.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Honours Degree in Environmental Science or Environmental Management or a directly related field with a minimum of two years of professional experience in a relevant area of energy management, land use, economic or social planning. Master's Degree preferred. Experience working in Public Health environment an asset.
2. Demonstrated ability to work effectively in a team environment.
3. Expertise in at least two of the following areas: science for decision-making, risk management performance monitoring, measurement and progress assessment, air quality and climate change.
4. Expertise in at least two of the following areas: strategic planning, policy analysis, sustainable development, economics, or land use planning.
5. A high level of skill in research, problem solving, oral and written communications, and interpersonal relations.
6. Excellent analytical abilities with a thorough knowledge of analytical research methodologies and computerized analytical techniques.
7. Ability to express ideas effectively, orally and in writing.
8. Familiarity with government and the political environment and relevant Federal and Provincial policy and legislation, notably the Ontario Provincial Policy Statement, Canadian Environmental Protection Act, as well as the Ontario Planning Act. Familiarity of Ontario Public Health Standards and the Healthy and Environments and Climate Change Guideline, 2018.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
