

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENVIRONMENTAL SERVICES DIVISION, BUSINESS PROGRAMS – LOCATION – 100 King St. W – 14t Floor)

CLEAN & GREEN COORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Project Manager of Community Outreach and Programs, the Clean & Green Coordinator performs administrative and coordination duties relating to the City's Clean & Green Hamilton Strategy. Acts as the Staff Liaison for the Keep Hamilton Clean & Green Committee (KHCG), coordinates the volunteer-driven Team Up to Clean Up program, serves as program coordinator and adjudicator for the environment branch of the City Enrichment Funds grants program and performs associated activities related to the KHCG committee's work. The coordinator also supports the Business Programs Section and broader Division with the development, implementation, and evaluation of various pilot programs and initiatives. Prepares committee reports as required.

GENERAL DUTIES

Act as the Staff liaison for the Keep Hamilton Clean & Green Committee (KHCG) including the coordination of regular monthly meetings, and supporting the committee in the development, implementation and reporting of an annual workplan; Use eSCRIBE to prepare agendas and minutes for monthly meetings and prepare minutes and reports for inclusion at standing committee meetings by following procedures and guidelines to meet the requirements of the Clerks division.

Implement and assist in the development of policies and procedures directly related to the Clean & Green Hamilton Strategy and other business administration activities within the Environmental Services division in collaboration with Business Programs Section team members.

Liaise with KHCG committee members, local community groups, and business associations for the purposes of partnerships and events and to realize the committee's mandate.

Maintain and monitor database of all individuals and groups that have participated KHCG and Team Up to Clean Up (TUTCU) activities and prepare associated reports as required.

Act as the Environment program coordinator and adjudicator for the City Enrichment Funds grants program by liaising with applicants to determine application eligibility, lead a team of judges and facilitate information sessions to adjudicate grant applications communicating results back to applicants and provide information and represent the Environment branch on standing committee reports.

Lead the preparation, presentation and operation of Clean & Green-related special events such as the annual alley way clean ups, cigarette litter audits, dashboard litter audit, and TUTCU.

Maintain inventory of various materials for distribution to TUTCU volunteer participants. Collaborate with Waste Collections and Disposal to arrange waste removal of community cleanups.

Assist in the planning and management of budgets within an approved amount for KHCG and TUTCU-related activities and in accordance with City policies and guidelines.

Assist in the preparation and monitoring of program budgets and any donor/sponsorship agreements including analyzing data related to activities and determining effectiveness, etc.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Post-secondary education in Business Administration, Public Relations, Environmental studies or an equivalent combination of education and relevant work experience in project management or experience in general administration and public relations; preferably within a municipal environment.
2. Demonstrated experience working with internal and external stakeholders on community-building initiatives including experience collaborating with community/special interest groups for the purposes of educational programming, special events, and other related community initiatives.
3. Excellent organizational skills: Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
4. Knowledge of principles and practices of volunteer management; experience in developing and coordinating successful volunteer management programs is an asset.
5. Demonstrated tact, diplomacy and the ability to deal productively with elected officials, government agencies, municipal staff and a broad sector of people in the community.
6. Excellent verbal and written communication skills, with the ability to communicate effectively with volunteers, residents, public/private/institutional sectors, staff, and all levels of management.
7. Previous experience developing policies and procedures, and basic knowledge of relevant legislation, regulations, and corporate policies and procedures.
8. Ability to work both independently and closely with other team members in a fast-paced environment, and within a working unit that shares a dynamic portfolio. Must be able to work fluctuating hours to support committee meetings and events and in conjunction with operating sections as needed.
9. Strong experience in a computerized environment. Intermediate knowledge of Microsoft Outlook, Word, Excel, PowerPoint, desktop publication, asset management software and eSCRIBE for coordinating meetings.. Ability to learn other software programs and applicable technology as needed.
10. Must possess a valid Class "G" driver's Licence and have access to a personal vehicle (member of car sharing program is acceptable).

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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