

Metro Vancouver Regional District

Position Description: Planning Coordinator (G535)

Revised: October 2017

PURPOSE OF THE POSITION:

Reporting to the Supervisor, Environmental Management, this position is primarily responsible for project planning, permitting and reporting in Greater Vancouver Water District (GVWD) management areas. The incumbent will ensure timely submission of project plans through the appropriate corporate, municipal, provincial, and federal authorities to facilitate the required permitting and approvals for a variety of Water Services related projects.

Duties: *(The duties described are intended to be representative of the position and are not to be considered as all inclusive)*

Develops and prepares a variety of operational project plans and permit applications for the Watershed and Environmental Management Division, ensuring they conform to GVWD policy and the appropriate legislation, regulation, guidelines and best management practices and submission formats.

Coordinates the project planning process, including meeting with internal staff, and liaising with contractors and consultants to gather necessary information for project and associated permitting.

Arranges for permit extensions and modifications, as required.

Coordinates the collection of inventory information, statistics and consulting reports. Assists in developing and tracking divisional performance indicators and program plans for the watersheds and LSCR.

Participates in the review of environmental impact assessments and environmental management and protection plans for utility related projects and ensures conformity to GVWD regulations.

Prepares purchasing documents including request for proposal and tender submission, participates in the evaluation of tenders and RFPs and prepares award documents.

Maintains familiarity with current environmental and planning guidelines, best management practices, operating procedures as related to project planning and ensures that project managers are aware of and implementing these requirements.

Coordinates and directs staff, consultants and contractors as required.

Ensures all provincial and federal watershed and LSCR land and licence agreements (e.g. licence to cut, quarry and gravel pit licences, tree cutting) are current and operations and documentation are following terms and conditions.

Performs other related duties as required.

Performs standby for after-hours and weekend response as required.

Participates in emergency response, including forest fire fighting, petroleum spill clean-up, road patrols and emergency remedial works.

REQUIREMENTS:

Diploma in a Natural Resources Management program or an equivalent combination of training and related work experience

Minimum of five years of experience in natural resource management and associated project planning.

Considerable knowledge and experience in the application of federal, provincial and regional policies, best practices, legislation and regulations related to natural resource management.

Knowledge of forest management, in-stream works, forest road design and maintenance, erosion control techniques, ecosystem restoration and invasive plant management.

Demonstrated ability to work in a team environment, establish and maintain effective working relationships with a variety of internal and external contacts.

Ability to exercise considerable independent judgment and action in planning and executing technical functions.

Demonstrated ability to safely and effectively supervise staff and contractors.

Demonstrated knowledge in the development and implementation of worksite safety management plans.

Demonstrated proficiency in standard office and technical software applications.

Sound written and oral communication skills including report writing and presentation skills; ability to communicate complex information, requirements and implications to diverse audiences.

Valid Class 5 BC driver's licence.