



**TECHNICAL SERVICES OFFICER – ENVIRONMENTAL SUSTAINABILITY  
CORPORATE SERVICES**

**ONE (1) PERMANENT FULL-TIME POSITION**

POSTING NUMBER:	19-2025	STATUS:	EXTERNAL
POSTING DATE:	MARCH 14, 2025	CLOSING DATE:	MARCH 28, 2025
AFFILIATION:	NON-UNION	HOURS PER WEEK:	35
SALARY GROUP:	8	ANNUAL SALARY:	\$72,610.37 - \$85,423.97

**POSITION SUMMARY:**

Under the direction of the Manager, Infrastructure and Asset Management, the Environmental Sustainability Officer assists with the development and implementation of comprehensive environmental sustainability strategy.

**MAJOR RESPONSIBILITIES:**

1. Provides technical advice and support for environmental sustainability initiatives that support the organization's sustainability strategy.
2. Develops and implements tools, templates, and guidelines necessary to coordinate efforts of the environmental sustainability program.
3. Executes, coordinates and supports projects, programs, policies and strategies to support advancement of sustainability initiatives throughout the organization.
4. Uses electronic database, project management tools and tracking templates to implement, monitor, and report on initiatives and milestones, to continually improve sustainability initiatives' outcomes.
5. Conducts regular site visits to monitor project development and ensure key milestones are met in accordance with sustainability outcomes.
6. Research and track environmental sustainability developments and trends, including but not limited to, leading practices, benchmarks, emerging and innovative technology, new regulations and policies, and programs in other jurisdictions to inform continued development of the environmental sustainability strategy.
7. Maintains knowledge of environmental sustainability measures current with environmental developments and standards and provides related technical advice and support to management.
8. Assists with retaining consultants to develop environmental sustainability strategy initiatives and projects, as required.

9. Prepares communication in coordination with Communications team for internal and external ~~sustainability reporting.~~
  10. Performs other duties as may be assigned.
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## **QUALIFICATIONS:**

### **Education/Experience**

- Degree from a recognized university or college in environmental studies, engineering, or related field (a focus on environmental sustainability is preferred).
- Three (3) to seven (7) years work experience in environmental sustainability programs or similar initiatives
- Demonstrated knowledge and understanding of the principles of climate change and environmental policy development, familiarity with environmental legislation, environmental sustainability, community development, and municipal administration

### **Skills/Abilities**

- Strong research, analytical, statistical, graphical and numerical skills
- Must have strong organizational, analytical, problem solving and research skills, including the ability to effectively handle concurrent projects strategically and creatively under deadlines
- Excellent oral and written communication skills including strong presentation skills, report writing skills with the ability to liaise effectively with external agencies, stakeholders, and clients
- Demonstrated skill with Microsoft Office Suite applications and databases and web-based operating systems; Must be at a basic level in word processing, and an intermediate level in spreadsheet software.
- Demonstrated ability to manage time effectively and work independently.
- Experience working with consultants, project design, procurement processes and contract administration.

## **CONDITIONS OF EMPLOYMENT:**

- Must undergo a successful police records check, Type 2.
- Must maintain a valid Ontario driver's license.
- The use of a vehicle is required.
- Travel is required.
- May be required to work irregular hours.
- Must maintain confidentiality.

## HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, ON P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](https://www.tbdssab.ca/about/careers/):  
<https://www.tbdssab.ca/about/careers/>

## ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan  
Ishkwaandemonan**  
Opening Doors for You