



Local Governments
for Sustainability
Les gouvernements locaux
pour le développement durable
CANADA

Engineering Director, Climate Platform Job Description

ICLEI Canada

Position Summary

As the Engineering Director, Climate Platform, you will join an expanding ICLEI staff team as well as a larger team of content, implementation, mobilizing and advisory partners to manage the multiphase design and delivery of an online Climate Platform. This online platform will provide curated, centralized access to the most relevant tools and data for the advancement of low-carbon, climate resilient infrastructure in communities across Canada.

You have the technical engineering expertise and experience in a wide variety of public infrastructure sectors (ranging from buildings and roads to waste and water related infrastructure) to aid a multi-disciplinary team through multi-phase design and delivery of this digital platform. Alongside your infrastructure experience, you possess an understanding of climate change and have the necessary skills to decarbonize infrastructure across sectors and adapt infrastructure to wildfires, floods, storms, and other climate hazards. You possess exceptional organizational and leadership abilities and demonstrate initiative, accountability, and creative problem-solving. You thrive in a hybrid work environment, finding effectiveness in both virtual and physical office environments.

You are motivated to work in the non-profit industry. Self-driven, you thrive in fast-paced project-based work environments where priorities, timelines, and tasks shift quickly and frequently.

ICLEI's mission is to build and serve a worldwide movement of local governments to achieve tangible improvements in global sustainability with special focus on environmental conditions through cumulative local actions.

Canada Office

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Studio 204
Toronto, Ontario
M5V 3A8

World Secretariat

Kaiser-Friedrich-Str. 7
53113 Bonn, Germany

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www.iclei.org



Responsibilities

Provide Municipal Infrastructure and Climate Change Technical Services

- Spearhead technical evaluations and decision-making processes for the advancement and utilization of tools in municipal infrastructure, particularly in the realm of climate change and risk sciences.
- Drive the assessment and approval of innovative modeling tools aimed at enhancing the integration of climate change considerations into infrastructure initiatives.
- Craft technical directives pertaining to climate change and risk management, offering comprehensive guidance.
- Identify and contribute to the development of analytical, numerical, and data visualization mapping using tools like ArcGIS and QGIS to pinpoint threats to vulnerable populations and essential municipal services, such as emergency management, critical infrastructure, and public health, in the context of climate change.
- Facilitate knowledge dissemination on municipal infrastructure, emphasizing whole-life carbon understanding and risk sciences both internally and within the Climate Platform governance.
- Offer strategic and tactical insights into infrastructure project planning and execution, bolstering the development of the Climate Platform.

Project Manage Climate Change and Municipal Infrastructure Content

- Formulate project scopes and oversee consultant studies, ensuring adherence to project terms.
- Take charge of project management activities, encompassing project conceptualization, work plan formulation, budget preparation, and financial tracking.
- Provide supervision and guidance to internal staff, fostering effective work planning, mentorship, and problem-solving to uphold project timelines and financial targets.
- Leverage expertise in municipal infrastructure and asset management to compile and present reports highlighting evolving legislative and policy landscapes.

Liaise with Platform Users, Partners, and Funders

- Cultivate relationships with experts, consultancies, institutions, and agencies to foster partnerships and identify growth opportunities.
- Actively seek collaboration with internal teams, Platform partners, and external entities such as organizations, agencies, and municipalities.
- Deliver comprehensive reports, presentations, and communications to external stakeholders and internal staff to ensure effective information dissemination.

Fulfill other responsibilities as delegated.





Experience/Background

- Must live in and be authorized to work in Canada, with the ability to travel in Canada and abroad as needed.
- Ability to work from ICLEI's Toronto office is a strong asset.
- Fluency in oral and written English is required, with fluency in oral and written French an asset.
- 7+ years experience (at minimum) directly related to the identified tasks and responsibilities.
- Management experience is required.
- Municipal infrastructure experience is required.
- Experience in GHG quantification and decarbonization strategies is required.
- Experience in risk assessment and adaptation strategies is required.
- Experience with related sustainability infrastructure frameworks like Envision, LEED, PIEVC, is an asset.
- Degree in Civil Engineering, Environmental Engineering, or related engineering field is a requirement.
- Professional Engineer (P.Eng) license or equivalent certification is a requirement.
- Exceptional analytical, research, and organizational abilities.
- Excellent interpersonal and communication skills.
- Proficiency with project management tools and database management.
- Ability to excel in a fast-paced, ever-changing and dynamic environment.
- Understanding of the non-profit NGO environment and of the local government sector is an asset.

Details of the Position

Annual salary: \$110,000 - \$130,000 (Salary Band 3)

Position: Full-time, 4-year term (with possibility of extension)

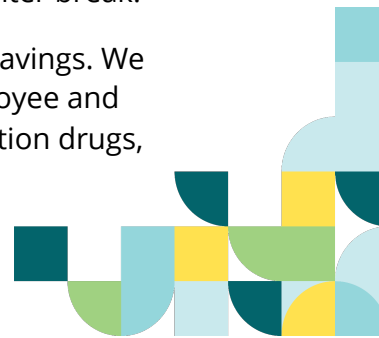
Location: Flexible, candidate must be able to work from home/remotely, from within Canada and should be available to work from an [ICLEI Office](#) when required.


Work hours: 40 hours per week, with flexibility to accommodate individual needs. Autonomy, adaptability, and respect for work-life balance are highly valued and built into the ICLEI Canada culture.

Bonus structure: Merit-based bonus system structure, applied annually at rates established each year (ranging from 2-6%), subject to budget availability.

Vacation: 15 days per year + 5 free days to be exclusively applied over the winter break.

RSP and Benefits: \$15 per pay period paid out annually towards retirement savings. We also offer a comprehensive employee health benefits package including employee and dependent coverage for dental, vision, and extended health services, prescription drugs,





out of country coverage, life insurance, and an Employee Assistance Plan with 24-hr service providers.

Application Procedure

Applications will be reviewed on a rolling basis. Interested candidates are invited to apply by emailing hr-canada@iclei.org with the title of the position in the subject line. Applications should include resumes and cover letters that clearly demonstrate relevant experience and the ability to meet the job responsibilities. Samples of work are also welcome. We thank all candidates for their interest; however, we will only contact those selected for an interview.

We are committed to creating a comfortable and inclusive environment for all candidates. We encourage applications from equity-seeking groups, including people with disabilities. Accommodations are available upon request at every stage of our recruitment and selection process. Please reach out as needed.


About Us

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low-emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability.

We provide a wide range of services for local, provincial, and federal governments in support of developing sustainable, climate-ready communities. This support includes but is not limited to:

- **Adaptation and resilience planning:** Working with communities to develop collaborative and implementation-focused resilience plans.
- **Energy and emissions planning:** Supporting communities as they reduce their energy and emissions and move towards a low-carbon future.
- **Capacity building:** Providing opportunities to build expertise locally on climate change, sustainability, and resilience.

The ICLEI Canada team has over 100 cumulative years of experience in the municipal sector and in non-profit organizations. Our work happens across Canada, also known as Turtle Island, which has traditionally been and is home to many diverse First Nations, Inuit, and Métis peoples since time immemorial. We recognize that reconciliation is a fundamental component to building net-zero resilient communities and endeavour to listen to and learn from Indigenous Peoples on an ongoing basis in the process of our work.





ICLEI Canada is committed to policies and practices that encourage an equitable and inclusive workplace, respectful and supportive of the diversity of our team and the dignity of the individual. Individuals of diverse identities and lived experiences—including but not limited to race, ethnicity, nationality, socio-economic status, sexual orientation, gendered identity/expression, and physical and mental abilities—are welcome to be themselves in our workforce.

ICLEI's commitment to equity, diversity, inclusion, and belonging extends to its capacity-building work with local governments as laid out in these resources: [Equitable Climate Adaptation](#); [Integrating equity, diversity and inclusion into municipal climate action](#).

ICLEI Canada's head office is located in Toronto on the traditional territory of the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. The British Columbia office is hosted by the City of Victoria on the homelands of the Songhees and Esquimalt People, and the Quebec office is hosted by the City of Montreal on the traditional territory of the Kanien'kehà:ka/Mohawk Nation.

