

Job Title: Executive – Community Impact (Environment projects)

Reporting to: Senior Manager – Community Impact

Department: Community Impact

Work Schedule: Full time position. Core Hours of Monday-Friday, 9:00 to 5:00 p.m. and 9:00 to 2:00 pm on Second, fourth and fifth Saturdays. Must be able to work a flexible schedule, including early morning, evening, and weekend work.

1. Overall Purpose of this Role:

This role is a full-time position working with the Community Impact Department. Majority of the work would focus on assisting the organization with preparing feasibility study by analysing engineering design, conducting environmental impact studies and assembling data. The role would also require preparation of engineering documents by developing construction specifications, plans, and schedules. This position, Coordinator must confirm adherence to construction specifications and safety standards by monitoring project progress; inspecting construction site; verifying calculations and placements.

Key Accountabilities:

1. Fulfil project requirements by guiding operators.
2. Maintain operations by enforcing project and operational policies and procedures.
3. Provide technical information by answering questions and requests.
4. Analyse the BOQ/ bill and recommend and comment on its feasibility
5. Record measurements and quantum of work completed based on the BoQ
6. Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions. (added advantage)
7. Liaison with clients and a variety of professionals including architects and subcontractors and key stakeholders
8. Compile job specs and supervising tendering procedures resolving design and development problems
9. Manage budgets and project resources; scheduling material and equipment purchases, and deliveries, making sure the project complies with legal requirements, especially health and safety assessing the sustainability and environmental impact of projects ensuring projects run smoothly and activities are completed within budget and on time
10. Manage the repair, maintenance, and replacement of public and private infrastructure

2. Professional Competencies:

a) Mission Focused

- Ability to catalyze others' commitment to mission
- Strives vigorously to accomplish shared goals
- Separates one's own interests from organizational interests to make the best possible judgments for the organization

b) Manage Relationships / Relationship-Oriented

Ability to communicate effectively to develop, grow, and sustain productive relationships. Knows how to capture and record relevant information and how to interpret and utilize the information to forge partnerships, collaborate, cultivate, grow, sustain, and strengthen internal and external relationships.

- Understands and motivates individuals and organizations
- Values diversity and inclusion

- Effectively communicates
- Treats others with respect and dignity
- Actively listens to and facilitates diverse input and contributions

c) **Achieve Results / Results-Driven**

Is personally accountable for the results they achieve. Ability to adapt to ever-changing environment. Is organized, able to plan, think strategically, and is creative, innovative, and appropriately persistent. Ability to make decisions and willing to take risks when appropriate to achieve results and meet goals.

- Has a searing focus on results and can effectively communicate goals and impact?
- Advocates for support of education, income, and health
- Promotes innovation/willing to take risks
- Develops relationships to drive resources and results
- Has the necessary organizational skills to deliver on business model

d) **Brand Steward**

- Acts with integrity and strong ethics to foster trust at all levels (personal, market, societal)
- Internalizes the meaning and commitment of United Way and consistently acts according to its value and purpose
- Demonstrates the values of the network; is a good system-citizen, is accountable and transparent with all stakeholders

3. Functional Competencies/Accountabilities

- a) **Self-Management:** Presents oneself in an appropriate and professional manner. Communicates, acts, reacts, and responds appropriately in all situations. Effectively utilizes interpersonal skills and political astuteness to: engage with, lead and function as a member of a team as appropriate. Is trustworthy and acts with integrity, authenticity, humility, and in good faith; respecting others' opinions, priorities, values, and interest. Seeks to continuously improve interpersonal and professional skills.
- b) **Communication Skills:** Understands and uses empathy, compassion, and active listening. Is fully present and aware of subtleties and nuances such as body language and voice tonality to better understand what is important to constituents and how to connect and engage them with UW. Able to influence, persuade, present, request, sell, negotiate, and close a deal as appropriate.
- c) **Utilize and Acquire Knowledge:** Is forward-thinking, focused on what is possible, and seeks new tools and knowledge as needed. Ability to use technology when acquiring and utilizing knowledge and is innovative and creative in its application. Seeks to continuously improve interpersonal and professional skills.
- d) **Demonstrates Social Responsibility and Stewardship:** Has a passion for the common good and affection for the community. Believes in social responsibility and inspires others to be socially responsible. Demonstrates courage and humility when working toward improving life in the community.

4. Education, Training, Technical Knowledge, and Previous Work Experience:

- BS/MA in environmental sciences, ecology, biodiversity, etc
- 2 years of experience in project execution, especially vendor management and time-bound delivery
- Proficiency in site layout, grading, utility design, erosion control, regulatory approvals etc
- Project management and supervision skills
- Effective communication and interpersonal skills

- f) License of professional engineer - Membership
- g) Proven working experience in civil engineering
- h) Excellent knowledge of design and visualizations software such as AutoCAD, Civil 3D or similar
- i) Understanding of program outcomes and logic models Proficient with MS Office, including Word, Excel, Outlook.
- j) Proficiency with using the internet for research purposes
- k) Ability to learn and use internal database