

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

**POSITION:** Climate Planner

**Posting ID: J2026-0016 Posted: 05/26/2026**  
**Open Until: 06/08/2026**

**DEPARTMENT:** Office of Planning, Development, and Sustainability

**HOURS OF WORK:** Full-time (35 hours/week) Monday, Tuesday, Thursday 8:30am – 4:30pm; Wednesday 8:30 am - 7:30 pm; Friday 8:30 am - 12:30 pm – nights and weekends on occasion may be required.

**SALARY:** Non-union CAF-12 (\$1,463.68 - \$1,710.58/week) (Grant Funded)

**BASIC FUNCTION:**

*This position is responsible for developing and implementing climate policies, programs, and zoning as outlined in the City's Climate Action and Adaptation Plan and the Comprehensive Plan.*

**RESPONSIBILITIES:**

- *Establishes new initiatives to implement the strategies outlined in the Climate Action and Adaptation Plan and the Comprehensive Plan.*
- *Researches best practices, recommends, and implements new climate actions.*
- *Coordinates outreach and education programs with the general public on climate initiatives*
- *Manages the Electrify Medford residential energy outreach program, including volunteer and paid coaches.*
- *Staffs Climate Equity Council and Energy and Environment Committee.*
- *Applies for and manages grants to fund climate actions.*
- *Arranges for installation and maintenance of charging stations, solar panels, and wind turbine.*
- *Collaborates municipal facilities director and school department on building energy upgrades and new construction*
- *Manages updates to the Climate Action and Adaptation Plan.*
- *Responsible for annual municipal energy reporting, including greenhouse gas inventory, Green Communities, Large Building Energy Reporting, and others.*
- *Manage LEED for Cities and Green Communities Climate Leaders certification process.*
- *Manages City's Community Electrification Aggregation and energy supply procurement*
- *Gives guidance and directions to staff interns.*
- *Performs other related job duties as required.*

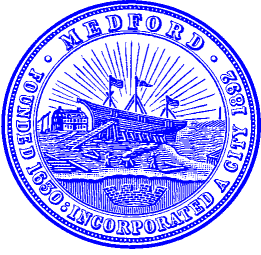
**EDUCATION & EXPERIENCE:**

*Any equivalent combination of the below-listed education, training, certification, and experience, may be qualifying:*

- *Bachelor's degree in urban planning, engineering, or related field*
- *3 years of related experience*

*Beneficial:*

- *Master's degree in urban planning*



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## **KNOWLEDGE, SKILLS & LICENSES:**

- *Knowledge of urban and regional planning, principles and practices of local planning and development; planning, climate change, energy efficiency building energy, zoning, design, land use and subdivision law, theory, and applications; local government structure and operation, including budgetary procedures; research methodology, statistics, and modern management practices; City personnel programs, policies, procedures; understanding local, federal and state laws as they pertain to essential functions, conservation, housing and climate policies.*
- *Skill in the translation and analysis of technical data, grant regulation, and projects guidelines into easily understood format. Effective communication, critical thinking, and creative problem-solving, and customer-service skills. Skills in public relations; making presentations, public speaking, drafting reports, promotions, and other communication practices; general office management and practices, interpersonal communication. Demonstrated proficiency in the use of computers and office software applications including spreadsheet applications, basic GIS, and presentation software.*
- *Ability to manage multiple tasks efficiently, prioritize, and balance short and long-term responsibilities, manage conflict and meet deadlines; communicate effectively both orally and in writing; work independently; maintain good public relations and to establish collaborative working relationships with City departments, department heads, fellow employees, officials, developers, engineers, attorneys, and the general public, and to respond in a courteous and professional manner; gather relevant information to solve less well-defined planning problems; organize, maintain, and analyze data and reports and establish and adhere to own strategic and efficient work plan.*

## **PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS:**

- [See job description](#)

ADDRESS ALL COVER LETTERS AND RESUMES TO  
Human Resources Department  
City of Medford – Room 204  
85 George P. Hassett Drive  
Medford, MA 02155

*Or send cover letter and resume with the job title in the subject line to  
[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)*

*For the posting and job description, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)*

*The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.*