

SENIOR SUSTAINABILITY SPECIALIST

DEFINITION

Supervises, coordinates and participates in conducting research, analyzing, and developing communications and goals for sustainability initiatives involving alternative energy and fuel, waste reduction, procurement of sustainable materials, air quality, gardening programs, and related rebate and incentive programs.

TYPICAL DUTIES

Supervises personnel engaged in the implementation and execution of sustainability projects.
Prepares guidelines, protocols and metrics for reporting sustainability performance measures.
Develops the scope of work of contracts and task orders for vendors and contractors providing services to the sustainability unit.
Develops and evaluates requests for qualifications (RFQ) and requests for proposals (RFP) for proposed sustainability projects.
Develops and implements sustainable design standards for construction, repair and modernization projects.
Manages and oversees compliance with Collaborative for High Performance Schools (CHPS) and Leadership in Energy and Environmental Design (LEED) during the design and construction phases of related projects.
Develops and participates in outreach and sustainability awareness campaigns.
Conducts cost analysis studies and makes fund and resource allocation recommendations.
Develops incentive programs to garner support and enlist District-wide participation in sustainable program efforts.
Monitors and evaluates program effectiveness and recommends or implements modifications and procedural changes for improvement.
Collaborates with local, state and federal agencies, service providers, non-profit and community organizations in implementing sustainability efforts.
Coordinates inter-departmental activities and personnel to support sustainability initiatives and practices.
Reviews state and federal laws related to sustainability and analyzes their impact on District programs and practices.
Identifies opportunities for instituting gardens and greening programs District-wide.
Prepares and publishes reports, bulletins, presentations, procedural manuals, contracts and forms related to sustainability efforts.
Delivers presentations to the Board of Education, administrators, employees, and other groups on sustainability-related issues.
Reviews plans and provides analysis and recommendations regarding sustainability initiatives standards.
May confer with information technology personnel in the development or restructuring of specialized software or systems used by the unit.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Sustainability Specialist supervises, coordinates, and participates in research, analysis and communications for the development and implementation of District-wide sustainability goals and initiatives.

A Sustainability Specialist performs a variety of professional-level duties primarily oriented toward the research, analysis and execution of sustainability objectives and assists higher-level personnel in performing more complex assignments.

SUPERVISION

General direction is received from a higher-level administrator. General supervision is exercised over lower-level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices and current trends in sustainability
- Local, State and Federal laws, principles, practices, ordinances and legal requirements in sustainability, alternative energy, green building and related areas
- Research techniques, statistical analysis and graphic representation
- Principles of budget grant and contract preparation, administration and management
- School facilities and classroom design and equipment
- Request for qualification (RFQ), request for proposal (RFP) and contracting procedures
- Division of the State Architect (DSA) project review and certification protocols
- Principles of cost benefit analysis
- Emerging technological advances in sustainability practices
- Federal and state requirements for fund availability and use
- The Collaborative for High Performance Schools (CHPS)
- LEED and CEQA requirements
- Major computer-aided software systems such as AutoCAD, CAFM, and GIS
- Water and energy conservation efforts and practices

Ability to:

- Plan, conduct, and evaluate complex sustainability and alternative energy issues
- Manage contracts and task orders specific to school facilities design, construction, and sustainability issues
- Plan and implement incentive programs for sustainability efforts
- Work effectively with representatives of government agencies, private contractors, vendors, District administrators, parents and community members, and school personnel
- Analyze architectural problems and present appropriate solutions
- Express difficult and complex concepts clearly and concisely in oral and written form
- Analyze and interpret complex laws and regulations impacting sustainability efforts
- Conduct meetings, discussions, and make presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, environmental science, urban planning, or related field.

Experience:

Five years of experience in a professional-level position with responsibility for activities such as program coordination, administrative analysis, financial analysis, program development, and contract negotiation, preferably in a facilities construction, modernization, or sustainability or energy management program.

The following work experience and accreditation are preferable:

Experience managing projects or programs regulated by state or federal environmental/sustainability issues

Experience with the Collaborative for High Performance Schools (CHPS)

LEED Professional Accreditation by the Green Building Certification Institute (GBCI)

Special:

A valid California Driver License

Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
10-10-16
JPK²