

SUSTAINABILITY SPECIALIST

DEFINITION

Performs, participates, and coordinates a variety of technical duties in support of sustainability initiatives including research, analysis and communications pertaining to alternative energy and fuel, waste reduction, procurement of sustainable materials, air quality, gardening programs, and rebate and incentive programs.

TYPICAL DUTIES

Supports and participates in the development and execution of sustainability program objectives. Assists in the implementation of District-wide rebate and incentive programs. Acts as a liaison to District offices on sustainability-related matters including the improvement and/or implementation of sustainability protocols. Researches the impact and efficacy of emerging sustainability technologies and provides recommendations to management. Consults with District personnel and public/private agencies for best practices in sustainability and alternative energy projects. Assists with the development of Requests for Qualifications and Requests for Proposals on sustainability projects. Assists with the scope development of work contracts and task orders for services rendered by the sustainability unit. Identifies, evaluates, consults and garners support from external partners in providing resources to support sustainability initiatives and protocols. Prepares or assists in compiling and writing a variety of reports in statistical, graphic, or narrative form. Designs or formats and implements new forms, bulletins, and manuals. Reviews plans and provides analysis and recommendations regarding sustainability initiatives standards. May deliver presentations to the Board of Education, administrators, employees, and other groups on sustainability-related issues. May assist in the evaluation of proposed legislation or in the implementation of approved legislation. May conduct studies and prepare reports on budget analysis, financial management, and proposal preparation, data base management, spread sheet analysis and word processing applications. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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.

SUPERVISION

General supervision is received from a supervisory or administrative employee. Functional supervision may be exercised over employees in lower-level technical and support classes.

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
- Understand contracts and task orders specific to school facilities design, construction, and sustainability issues
- Implement incentive and rebate programs for sustainability efforts
- Work effectively with representatives of government agencies, private contractors, vendors, District administrators and school personnel
- 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:

Two 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
08-10-15
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