

POSITION: Sustainability Coordinator
1.00 FTE (40 hours/week)

DEPARTMENT: College Operations



CLASSIFICATION: Project Coordinator

JOB PURPOSE:

- Develop and execute plans, projects and practices that support and improve the health of systems that sustain life and the ecological, educational, and financial environment of the college and the communities it serves.
- Develop and foster an interdisciplinary learning environment that builds understanding of sustainable environmental, social, and economic systems, concern for environmental justice, and the competence to act on such knowledge.
- Equip and encourage all students and staff to participate actively in building a socially diverse, just, and sustainable society, while cultivating connections to local, regional, and global communities.

ESSENTIAL FUNCTIONS:

Program Administration

- Administer the college's sustainability program, which includes oversight of resource conservation initiatives (energy, water, and solid waste reduction), green building, indoor environmental quality, and hazardous materials.
- Develop and execute sustainability goals, objectives, long-range plans, and operating policies and procedures.
- Direct Recycling and Surplus Property Coordinator in implementing procedures to accomplish waste reduction goals.
- Direct Energy and Indoor Environmental Quality Analyst in implementing energy conservation goals.
- Manage the sustainability program budget, to include capital expenditure planning.
- Evaluate sustainability program progress by coordinating the preparation of annual sustainability indicator reports.
- Perform cost-benefit and payback analyses for program activities.
- Develop programs and processes to improve college indoor air quality.
- Respond to IEQ concerns, investigate, conduct tests, coordinate trades to help in the investigation and/or the remediation, make recommendations for corrections and/or hire consultants to conduct additional investigations and make recommendations.

Program Management

- Coordinate conferences including development and oversight of budgets, hiring contractors, creating partnerships, developing programming, determining and obtaining needed resources, planning logistics.

- Coordinate the implementation of the college's American College and University Presidents Climate Commitment.
- Implement new sustainability projects and initiatives.
- Ensure compliance with Oregon Department of Environmental Quality regulations regarding hazardous materials disposal.
- Administer hazardous material disposal contracts: Inventory material, Develop RFQ, Obtain bids. Ensure that successful bidder complies with RFQ specifications and with local, state, and federal regulations.
- Administer garbage contract. Develop requests for quotations (RFQs). Obtain bids. Ensure that successful bidder complies with RFQ specifications.
- Negotiate and administer other contracts with internal and outside vendors as required.

Program Operations

- Create, maintain, and improve sustainability and FMP websites.
- Research environmental regulations and college practices to respond to staff concerns.
- Advise FMP on environmental and sustainability practices including pesticide use, hazardous materials use, spill clean ups, leak clean ups.
- Respond to and prepare reports for regulatory agencies including the Oregon Department of Environmental Quality, Oregon Occupational Safety and Health Administration, State Fire Marshal, and Lane Regional Air Pollution Authority.
- Coordinate corrections to regulatory findings including notifying affected departments, ensuring corrections are made, and advising departments as to how to make corrections.
- Maintain hazardous material storage area in compliance with DEQ and OSHA regulations.

Collaboration

- Participate in the Facilities Planning Team. Review and provide input to plans for remodels and projects to ensure that green building practices are incorporated and indoor environmental quality protocols are followed.
- Chair the Sustainability Group and the Sustainability Core Group.
- Act as College Operation liaison to the Sustainability and Learning Group ensuring collaboration between operations and instruction.
- Work with students and faculty on implementing projects that both contribute to student learning and benefit college operations.
- Work with departments to incorporate sustainability into procedures and purchasing practices.
- Work with FMP to implement IEQ recommendations including develop specifications and RFQs. Communicate with affected staff. Collaborate with HR on any medical issues.

Representation and Advocacy

- Act as college appointed member of the Safety Committee to represent hazardous materials compliance and indoor environmental quality.
- Represent the college's sustainability efforts to print, television, and radio media, governmental organizations, and within the national sustainability movement.
- Act as an advocate for the sustainability core value by developing and delivering presentations, representing sustainability initiatives to college committees.

MINIMUM QUALIFICATIONS:

Education: A Bachelors Degree with coursework or training in management principles, environmental sciences, planning, public policy management, or a related technical field is required.

Experience: Three years of experience in coordinating resource conservation programs. One year of this experience must be in a lead or supervisory capacity.

Certification: LEED Accredited Professional preferred.

KNOWLEDGE, SKILLS

AND ABILITIES: **Knowledge of:** Systemic organizational change; concepts and theories about sustainability; recycling markets and processes; science, data, politics, and public perception of climate change; principles of energy and water conservation; principles of sustainable and high performance building; transportation demand management; permaculture concepts; codes and regulations regarding energy, recycling, sustainable building, hazardous materials, and indoor environmental quality; affirmative action; and college hiring procedures and contract provisions.

Skills in: Applying management principles and practices; interpreting and applying the principles, practices, rules, regulations, policies and procedures in the areas of sustainability, hazardous materials, and indoor air quality; project/program planning, development, administration and evaluation; facilitating conflict resolution; problem solving; public relations techniques; managing time, staff and resources for efficient operation of the program; analysis; research; writing; and public speaking.

Ability to: Use independent judgment, make critical decisions and exercise leadership; communicate effectively orally and in writing; communicate complicated technical issues to a "lay"-audience; work well with college employees, students, and the public; effectively advocate for the program and represent the college in a professional manner; develop and administer budgets and grants; provide analysis, evaluation, and problem-solving in developing and

implementing solutions; analyze program data and make decisions based on the data; effectively direct the activities of assigned positions; design training and teach adult students; work with special populations as required by the position; maintain accurate records; operate office equipment including copier, microcomputer, typewriter, calculator, and fax machine; work safely and give advise about working safely.

SUPERVISION: Reports to the Vice President for College Operations. Work is performed independently based on previous knowledge and professional judgment, according to local, state, and federal regulations, applicable laws, College policies and program guidelines. Work is reviewed by the supervisor for the effective coordination of the sustainability program.

This position coordinates and leads the work of the Recycling and Surplus Property Coordinator and the Energy and Indoor Environmental Quality Analyst. This position plans work, assigns tasks, provides priorities and trains staff. This position is available to answer questions and troubleshoot problems on a daily basis and has substantial input into hiring decisions and performance evaluations.