CLASS PURPOSE

Under direction of the Vice Chancellor for General Services, the Environmental Sustainability Manager is responsible for the development and coordination of the District’s environmental sustainability initiative.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Act as the primary coordinator for the Vice Chancellor of General Services on issues of energy and environmental sustainability standards as it relates to District purchasing.
- Assist with energy and environmental sustainability goal setting for construction projects, promoting the District’s policy and programs relating to Environmental Sustainability objectives.
- Coordinate annual District-wide sustainable conference.
- Work with District staff and other District consultants to write sustainability grant funding from State and federal sources.
- Coordinate with project managers, building committees and design teams of all new campus construction, major renovations, and capital procurement projects to ensure that projects meet U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) guidelines, PCCD Policy on Environmental Sustainability, and national best practices in Green Building.
- Coordinate with business managers, purchasing agents, facilities managers and facilities operators to optimize Peralta’s existing operations buildings in the areas of recycling, waste reduction, energy efficiency, water efficiency, carbon emission reduction and environmentally sustainable deconstruction/demolition.
- Coordinate the development of new energy and environmentally sustainable projects through soliciting faculty, student, staff and administrator input.
- Provide up-to-date information about energy and environmental sustainability in campus facilities projects to all bodies and organizations on campus and to the local community, as needed.
- Oversee data collection to establish baseline inventory of existing energy and environmental sustainability initiatives within the District.
Job Description: Energy and Environmental Sustainability Manager

- Research and disseminate best practices information relating to campus sustainability projects/policies at other campuses.
- Propose changes to and maintain work force policy and procedure manuals for energy and environmental sustainability.
- Assist the Vice Chancellor in development and management of implementing Board and District Policies and Procedures relating to energy and environmental sustainability.
- Act as contact for the District with local businesses interested in energy environmental sustainability.
- Coordinate all Peralta stakeholder groups in development of a sustainability (or Energy and Environmental Management System) plan.
- Oversee and coordinate implementation of District-wide recycling efforts.
- Provide assistance to and coordination to purchasing, facilities and grounds personnel within the District offices and on the college campuses relating to energy and environmental sustainability.
- Coordinate the implementation of best energy and environmental sustainability practices in District energy system use, retrofitting, upgrades and installations.
- Coordinate the execution of environmental upgrades to existing buildings to provide for “green” ecologically appropriate usage.
- Work with the Advisory Committee on Environmental Sustainability (CACS) and its subcommittees to enhance the environmental sustainability of the Peralta Community College District in the development, utilization and maintenance of its physical plant, and environmental sustainability standards as it relates to district purchasing. Provide information of Environmental Sustainability throughout the District for the possible development of new district programs; and in its development of community and business partnerships.
- Manage content, design, and maintenance of Sustainable Peralta website.
- Participate in meetings of and events sponsored for the purpose of energy and environmental sustainability including but not limited to Green Facilities Subcommittee, and Community Partnerships Subcommittee.
- Develop print materials-fliers, posters, brochures, etc. that publicize environmental sustainability efforts of the Peralta Community College District.
- Participate in meetings of and events sponsored for the purpose of environmental sustainability including but not limited to Green Curriculum Subcommittee, Green Facilities Subcommittee, and Community Partnerships Subcommittee.
- Manage and/or coordinate sustainability staff, graduate student researchers, volunteers and student interns as appropriate.
- Conduct outreach to student groups, staff, and faculty.
- Coordinate conference program development including but not limited to working with conference Program Committee to recruit keynote speakers, panel presenters and resource experts, issue invitations to participants, coordinate content suggestions to participants, prepare breakout sessions, and confirm participant commitments.
**Job Description:** Energy and Environmental Sustainability Manager

- Coordinate preparation of all written conference material, including conference outreach flyers and posters, conference program/schedule, and other handouts.
- Work weekends and evenings as required.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Bachelor’s Degree from an accredited college or university with coursework related to the design and implementation of environmental sustainability polices and practices in an urban setting; three years experience with community college student/staff organizing and/or coordination, including some experience in progressively responsible event, workshop and/or conference organizing; or an equivalent combination of education and qualifying experience that would likely provide the knowledge and abilities to perform the duties of the position.
2. Possession of a current valid California Department of Motor Vehicles Driver’s License. Must have own vehicle.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Possession of a LEED AP certification is highly desirable.
- Well-versed in the concepts and discourse relating to issues of environmental sustainability.
- Understanding of energy, water and waste systems of multi-site institutions.
- Knowledge of best practices and sound policies for energy efficiency, retrofitting and cogeneration, water conservation, and institutional waste reduction.
- Experience with website development and graphic design, HTML and CSS Code, and design programs including Illustrator, Photoshop, Acrobat and InDesign.
- Understanding of purchasing mechanisms for public institutions and knowledge of best practices and sound policies for environmentally sensitive purchasing, and for safe, sustainable and efficient food services at multi-site public institutions.
- Understanding of and experience with evaluating public bidding contracts relating to environmental sustainability issues.
- Understanding of food acquisition, preparation and delivery systems of multi-site institutions.
- Understanding of custodial and grounds-keeping systems of multi-site institutions.
- Understanding of and experience with the principles of green collar job development.
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- Demonstrated ability to navigate effectively and problem-solve, and use excellent written and verbal communication.
- Demonstrated ability to plan and organize computerized databases.
- Experienced using MS Project or compatible with project management software.
- Experience working in a community college environment.
- Multi-lingual (Spanish, Cantonese, Mandarin, or Vietnamese).

ENVIRONMENTAL DEMANDS
Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES
The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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