

PERALTA COMMUNITY COLLEGE DISTRICT - January 2016

CLASSIFIED MANAGEMENT JOB DESCRIPTION

**DIRECTOR OF ENERGY AND ENVIRONMENTAL SUSTAINABILITY
(Management Salary Range 2)
Job Code: 761**

CLASS PURPOSE

Under direction of the Vice Chancellor for General Services, the Director of Environmental Sustainability 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.

- Plan, provide leadership for, organize and direct the implementation 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.
- Plan, provide leadership for, organize and direct the execution of environmental upgrades to existing buildings to provide for "green" ecologically appropriate usage.
- Plan, provide leadership for, organize and direct the implementation and oversight of the best energy and environmental sustainability practices in District energy system use, retrofitting, upgrades and installations.
- Work 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.
- Research and disseminate best practices information relating to campus sustainability projects/policies at other campuses.
- Work 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.
- In conjunction with Peralta stakeholder groups, develop and maintain a sustainability (or Energy and Environmental Management System) plan.

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- Develop and maintain work force policy and procedure manuals for energy and environmental sustainability.
- Oversee data collection to establish baseline inventory of existing energy and environmental sustainability initiatives within the District.
- Oversee the implementation of 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.
- Develop energy and environmental sustainability goals 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.
- 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.
- 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.
- Oversee 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 Curriculum Subcommittee, Green Facilities Subcommittee, and Community Partnerships Subcommittee.
- Manage and/or coordinate sustainability staff, graduate student researchers, volunteers and student interns as appropriate.
- Work weekends and evenings as required.
- Performs other related duties as required.

KNOWLEDGE SKILLS AND ABILITIES

- Understanding of and experience with evaluating public bidding contracts relating to environmental sustainability issues.
- Well-versed in the concepts and discourse relating to issues of environmental sustainability.
- Understanding of and experience with the principles of green collar job development.

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MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university with coursework related to the design and implementation of environmental sustainability policies 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 energy, water and waste systems of multi-site institutions.
5. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

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.

Updated: February 8, 2016