

TITLE: Manager, Sustainability & Energy Programs

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 20

SCOPE OF POSITION:

Under direction of the Manager, Facilities and Grounds, and in close consultation with the Vice President, Finance and Administrative Services and Senior Director of Capital Projects, coordinates sustainability and energy programs for the District; performs support functions for Districtwide conservation and sustainability initiatives including energy efficiency, resource management, and sustainable transportation; coordinates and advises students on sustainability opportunities and education in support of the District's Sustainability goals.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as the primary coordinator for the District on issues of energy and sustainability standards.
2. Advocates and assists with planning for the District's sustainability initiatives and energy efficiency projects and goals during capital project development, construction, and implementation.
3. Manages District's commissioning process for new construction and existing buildings.
4. Participates in the development of, and monitors construction projects; plans, designs, and schedules construction work in support of energy related Measure H bond projects. Prepares budgets, monitors commitments and expenditures and presents recommendations for budget adjustments to the Board of Trustees.
5. Oversees and supervises energy and sustainability related activities for District planning, design, and construction projects. Develops, coordinates and maintains project programs and schedules involving the college community, external agencies, clients, consultants, contractors, and sub-contractors
6. Supports Facilities Operations staff in developing and implementing energy improvement strategies related to energy management, energy conservations and sustainability; serves as a project manager and/or project engineer on sustainability projects. Manages District's Energy Systems and reporting related to EIA 860 and 293 annual reporting forms. Manage On-site generation, distribution, building and campus end use.
7. Manages District's Utility infrastructure and utility mapping platform as it relates to sewer infrastructure, potable water infrastructure to buildings, electrical infrastructure and substations, and natural gas infrastructure.
8. Oversees development, implementation and execution of technical specifications for energy and resource conservation projects and programs; develops conceptual estimates of project costs, payback periods, and return on investment.
9. Chairs the Sustainability Committee and assists in tracking metrics and accomplishments for the Sustainability goal of the District's Strategic Plan. Serves as an Advisor to the Student Sustainability Committee and related clubs; assists in developing sustainability initiatives and projects on behalf of students and the District.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Researches and identifies sustainability projects and initiatives to provide learning opportunities for students.
11. Consults with architects, engineers, builders and other departments to incorporate the District's standards on energy efficiency and sustainability; serves as the project leader on the application and administration of sustainable design standards for construction projects.
12. Assists in negotiations with public utility companies, the California Energy Commission, contractors, and consultants to obtain the best pricing on fuel sources.
13. Conducts on-going tracking and analysis of District-wide resource consumption including; energy, water, carbon footprint, waste, and other related metrics; records the impact of energy and greenhouse gas reduction measures; assists in monitoring and analysis of utility billing records.
14. Communicates sustainability related information, accomplished tasks, and goal progress to the District community.
15. Represents the Facilities Operations Department on energy and sustainability matters; serves as the liaison to Federal, State, regional, and community stakeholders; ensures that the District participates in available grants and utility company incentive and rebate programs.
16. Serves as the District's in-house technical expert and research analyst on utility services, energy consumption, resource reduction, renewable energy sources, and sustainability initiatives and policy formation related to these areas. Prepares and presents administrative, statistical, analytical and narrative reports related to energy savings capital projects and other sustainability projects; makes recommendations on findings.
17. Identifies and procures professional services for energy and sustainability-oriented efforts; ensure alignment of District planning strategies and building program implementation.
18. Monitors and updates designated department web pages.
19. Actively participates in the hiring, on-boarding, training and evaluation of interns or student employees. Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

KNOWLEDGE OF:

1. Energy, water, waste and other utility efficiency procedures.
2. Local, state and federal rules, regulations, policies and procedures, including Uniform Building Code (UBC), California Building Code, California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, Americans with Disabilities Act (ADA), and other related statutes; State of California Capital Outlay and the Deferred Maintenance Programs for Community Colleges; California Public Contracts Code and the Education Code; Division of State Architect protocols, procedures and requirements; LEED certification process; California Environmental Quality Act (CEQA) process and requirements.
3. Sustainability program and project management.
4. Best practices in student development theory for advising students.
5. Standard office productivity software and content management systems.

ABILITY TO:

1. Compile data and prepare reports.
2. Work with construction project managers as a technical resource and in the role of Project Manager.
3. Maintain budgets.
4. Plan and coordinate high visibility projects, events and activities in a higher education environment.
5. Maintain cooperative working relationships.
6. Work effectively in a team environment.
7. Communicate clearly and effectively both orally and in writing.
8. Demonstrate a sensitivity to, and respect for a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in sustainability, environmental science, or related field.

Experience:

Increasingly responsible (2 – 4 years of full-time equivalent experience) experience in managing or coordinating sustainability programs, energy management, or construction management projects, similar to that of a Project Engineer.

PHYSICAL DEMANDS:

Ability to lift up to 50 lbs. unassisted.