



## ENERGY & SUSTAINABILITY COORDINATOR

Job Description  
October 13, 2010

### Position Summary

Perform responsible professional work planning, programming and coordinating the District's energy efficiency and sustainability initiatives.

### Reporting Relationship

Report to the Director of Facilities.

### Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Develop plans to improve efficiency and reduce expenses related to energy, recycling and waste removal; establish, implement, monitor and adjust plans as necessary; prepare related reports and recommendations.

Coordinate with department heads to identify resources available to accomplish the recycling and cost avoidance goals of the District in an effective and efficient manner.

Monitor and evaluate energy efficiency and recycling performance at district sites. Identify sustainable best practices for staff, plan and coordinate initiatives, train and motivate staff as needed.

Coordinate the work of contracted services where applicable.

Develop, program, and implement district protocols for collection of utility consumption and recycling data (including monitoring of fuel oil tanks for consumption tracking).

Organize and monitor utilities consumption data; analyze anomalies in utility consumption and develop recommendations for remediation.

Review and analyze utility bills for accuracy prior to data entry.

Coordinate/oversee data entry for utility consumption and recycling.

Oversee district wide recycling programs, and ensure that departments and schools are employing recycling in an effective and efficient manner.

Oversee development and promotion of a District-wide sustainable outreach program including website design and maintenance, and various presentations.

Prepare quarterly and annual reports on consumption data, recycling data, cost avoidance, revenue due to grants, and awards received.

Coordinate with facilities staff and plan for energy efficient facilities modification projects.

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### **Responsibilities (continued)**

Prepare strategic plan for District's sustainable initiatives, including a reduction in energy and water use.

Coordinate with District Custodial Supervisors to determine duties with respect to energy efficient practices and recycling program.

Develop relationships with energy vendors to ensure that the District is aware of cost saving programs, energy efficient equipment and related issues.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of recycling and waste management programs and logistics.

Considerable knowledge of sustainable building rating systems (LEED, Energy Star, Green Globes).

Considerable knowledge of facility operations policies, procedures, methods and practices.

Considerable knowledge in emerging sustainable thinking and technologies.

Considerable knowledge of project management systems and workflow system design and implementation.

Working knowledge of automated building control systems.

Working knowledge in the area of grant preparation and award submittals.

Considerable computer skills.

Considerable ability to motivate colleagues to actively participate in projects and initiatives.

Considerable ability to interact effectively with a wide range of diverse contacts.

Considerable ability to perform calculations, analyze data, perform life-cycle costing, and write reports and recommendations.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to maintain working relationships with consultants, vendors and staff in various departments.

Considerable ability to be self motivated and work independently on day-to-day work responsibilities.

## **ENERGY & SUSTAINABILITY COORDINATOR**

### **Minimum Qualifications**

Bachelor's degree in business, operations or institutional management, sustainable management, environmental science, architecture, or a related field and two years of experience in a facilities operations, energy conservation or related position; or five years of experience coordinating energy efficiency or sustainability programs. Previous experience must include working with data tracking systems, and implementing remediation plans to achieve long term goals.

### **Preferred Qualifications**

- Masters Degree in business, operations or industrial management, sustainable management, environmental science, architecture or a related field.
- LEED Accredited Professional.