

SENIOR SUSTAINABILITY SPECIALIST

DEFINITION

Supervises, coordinates and participates in program management and design review, design standards, conducting research, analyzing, and developing communications, goals, and metrics for sustainability initiatives involving alternative energy and fuel, waste reduction, procurement of sustainable materials, air quality, gardening programs, and related rebate and incentive programs.

TYPICAL DUTIES

Supervises personnel engaged in the implementation and execution of sustainability projects and programs, from planning through construction and post-occupancy evaluations.

Researches the impact and efficacy of emerging sustainability technologies and provides recommendations to management.

Acts as a liaison to District offices on sustainability-related matters including the improvement and/or implementation of sustainability protocols.

Prepares and maintains guidelines, protocols and metrics for reporting sustainability performance measures, conformance to building codes, ordinances and safety requirements to ensure quality construction, maintenance, and operation.

Develops the scope of work of contracts and task orders for vendors and contractors providing services to the Eco-Sustainability Office.

Develops and evaluates requests for qualifications (RFQ) and requests for proposals (RFP) for proposed sustainability projects.

Develops and implements sustainable design standards for construction, repair and modernization projects.

Manages and oversees compliance with Collaborative for High Performance Schools (CHPS) and Leadership in Energy and Environmental Design (LEED) during the design and construction phases of related projects.

Develops and participates in outreach and sustainability awareness campaigns.

Conducts cost analysis studies and makes fund and resource allocation recommendations.

Develops incentive programs to garner support and enlist District-wide participation in sustainable program efforts.

Monitors and evaluates sustainability programs effectiveness and recommends or implements modifications and procedural changes for improvement.

Collaborates with local, state and federal agencies, service providers, non-profit and community organizations in implementing sustainability efforts.

Coordinates inter-departmental activities and personnel to support sustainability initiatives and practices.

Reviews state and federal laws related to sustainability and analyzes their impact on District programs and practices.

Identifies opportunities for instituting gardens and greening programs District-wide.

Prepares and publishes reports, bulletins, presentations, procedural manuals, contracts and forms related to sustainability efforts.

Delivers presentations to the Board of Education, administrators, employees, and other groups on sustainability-related issues.

Reviews scope of work, plans and specifications, and provides analysis and recommendations regarding sustainability initiatives standards for compliance with District Board resolutions, guidelines and design policies.

Makes field investigations and gathers data related to greening, building and transportation decarbonization or climate resilience and other sustainability work.
May confer with information technology personnel in the development or restructuring of specialized software or systems used by the unit.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Sustainability Specialist supervises, coordinates, and participates in research, analysis and communications for the development and implementation of District-wide sustainability goals and initiatives.

A Sustainability Specialist performs a variety of professional-level duties primarily oriented toward the research, analysis and execution of sustainability objectives and assists higher-level personnel in performing more complex assignments.

SUPERVISION

General direction is received from a higher-level administrator. General supervision is exercised over lower-level technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices and current trends in sustainability
Applicable state and local codes pertaining to school construction
Local, State and Federal laws, principles, practices, ordinances and legal requirements in sustainability, alternative energy, green building and related areas
Functional site planning and school site analysis
Architecture and civil, structural, plumbing, electrical, and mechanical engineering as related to sustainability programs.
Research techniques, statistical analysis and graphic representation
Principles of budget grant and contract preparation, administration and management
School facilities and classroom design and equipment
Request for qualification (RFQ), request for proposal (RFP) and contracting procedures
Division of the State Architect (DSA) project review and certification protocols
Principles of cost benefit analysis
Emerging technological advances in sustainability practices
Federal and state requirements for fund availability and use
The Collaborative for High Performance Schools (CHPS)
LEED and CEQA requirements
Adobe Photoshop and InDesign; Microsoft Word, Excel, Powerpoint and Outlook
Major computer-aided software systems such as AutoCAD, CAFM, and GIS
Water and energy conservation efforts and practices

Ability to:

Plan, conduct, and evaluate complex sustainability and alternative energy issues
Manage contracts and task orders specific to school facilities design, construction, and sustainability issues
Review and evaluate sustainability strategies, analysis and cost estimates
Review sustainability programs for conformance to approved plans and specifications
Review plans using major computer-aided software systems such as AutoCAD and/or Revit
Inspect sustainability programs for conformance to approved plans and specifications
Plan and implement incentive programs for sustainability efforts

Work effectively with commissioned architects and related consultants, representatives of government agencies, private contractors, vendors, District administrators, parents and community members, and school personnel
Analyze architectural problems and present appropriate solutions
Express difficult and complex concepts clearly and concisely in oral and written form
Analyze and interpret complex laws and regulations impacting sustainability efforts
Conduct meetings, discussions, and make presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, or energy management, supplemented by coursework in statistics, cost analysis, engineering, energy management, energy auditing, or urban planning. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis and must be supplemented by coursework in statistics, energy management, energy auditing, engineering, or cost analysis.

Experience:

Five years of program or project management experience related to greening or landscape projects, climate literacy and/or climate resilience, or building and transportation decarbonization, preferably for schools. Experience must have included administrative analysis, financial analysis, program development, and contract negotiation.

The following work experience and accreditation are preferable:

- Experience managing projects or programs regulated by state or federal environmental/ sustainability issues
- Experience with the Collaborative for High Performance Schools (CHPS)
- LEED Professional Accreditation by the Green Building Certification Institute (GBCI)
- A valid certificate of Registration as a licensed Landscape Architect issued by the California State Board of Landscape Architects.
- An IA Certified Landscape Irrigation Auditor Certification

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
01-23-2025
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