

## SUSTAINABILITY SPECIALIST

### DEFINITION

Performs, participates, and coordinates a variety of technical duties in support of sustainability initiatives including program management and design review, research and design standards, analysis, metrics, and communications pertaining to alternative energy and fuel, waste reduction, procurement of sustainable materials, air quality, gardening programs, and rebate and incentive programs.

### TYPICAL DUTIES

Supports and participates in the development and execution of sustainability projects and programs, from planning through construction and post-occupancy evaluations.

Assists in the development and compilation of metrics for sustainability performance measures.

Confers with and advises District personnel, community-based partners, vendors, contractors, manufacturers' representatives, and officials of other public agencies, on matters pertaining to the District's sustainability programs and other sustainability guides.

Assists in the implementation of District-wide rebate and incentive programs.

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

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

Consults with District personnel and public/private agencies for best practices in sustainability and alternative energy projects.

Assists with the development of Requests for Qualifications and Requests for Proposals on sustainability projects.

Assists with the preparation, negotiation, scope development, and management of work contracts and task orders for services rendered by the Eco-Sustainability Office.

Assists in preparing cost estimates and life cycle cost analysis for greening, building and transportation decarbonization or climate resilience and other sustainability projects and programs.

Identifies, evaluates, consults and garners support from external partners in providing resources to support sustainability initiatives and protocols.

Prepares or assists in compiling and writing a variety of reports in statistical, graphic, or narrative form and develops recommendations on District and other sustainability initiatives

Designs or formats and implements new forms, bulletins, and manuals.

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 assists in preparing and maintaining sustainability policy and procedures, guidelines, standards and specifications to align with Board resolutions and to assure conformance to building codes, ordinances, and safety requirements and to improve the quality and economy of construction, maintenance, and operation.

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

May assist in the evaluation of proposed legislation or in the implementation of approved legislation.

May conduct studies and prepare reports on budget analysis, financial management, and proposal preparation, database management, spreadsheet analysis and word processing applications.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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.

## SUPERVISION

General supervision is received from a supervisory or administrative employee. Functional supervision may be exercised over employees in lower-level technical and support classes.

## 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 sustainability and alternative energy issues  
Understand 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  
Implement incentive and rebate programs for sustainability efforts  
Work effectively with commissioned architects and related consultants, representatives of government agencies, private contractors, vendors, District administrators and school personnel  
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, building systems, engineering, or cost analysis.

### Experience:

Two 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, or 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.