

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

MPP POSITION DESCRIPTION

SECTION I - TO BE COMPLETED BY THE SUPERVISOR				
Date: 04/19/2022	Division: Business & Financial Affairs	Department: Facilities Services		
Incumbent:	Classification/Salary Range: Administrator II	Working Title: Sustainability and Energy Director		
Supervisor's Name: Thomas Hunt		Supervisor's Classification: Administrator III Supervisor's Title: Assistant VP, Facilities Services		
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Existing Position	Position No.: 00001811	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
PURPOSE OF THE POSITION:				
<p>Leads the development, advancement, and continuation of the Sustainability and Energy Management program and provide technical support for plant and facility operations. Responsible for approval of utility invoices and monthly preparation of campus energy/utility reports. Manages and directs consultants and special services for energy efficiency and sustainability projects. Provide campus-wide leadership in energy reduction, sustainability efforts, and ensure compliance with CSU and state reporting requirements. Plan, organize, and manages activities of student assistants, volunteers, and interns.</p>				
RESPONSIBILITIES & DUTIES:				
<p>Independently researches and analyzes best practices in sustainability and energy management through a variety of resources (private businesses, public entities, universities, internet, phone, email, etc.); summarizes information and makes recommendations. Collaborates with trades personnel to develop scopes of work for implementation of energy conservation projects by Facilities Services (FS) staff. Assesses progress and prepares reports on completed projects. Directs and manages consultants engaged in sustainability and energy management efforts and facilitates the work to be performed by the consultants. Creates, updates, and maintains communications and marketing materials that synthesize and showcase the university's advancement in sustainability and energy management. This work includes the development and upkeep of university's sustainability website, preparing materials for training on sustainability, and conducting trainings.</p> <p>Assists with comprehensive survey responses, including an annual nationwide university physical plant survey for the Association of Physical Plant Administrators (APPA) and AASHE's Sustainability Tracking Assessment and Rating System (STARS). Completes annual greenhouse gas inventories, tracks progress, submits reports for Second Nature Carbon Commitment, and recommends measures to reduce the university's carbon footprint. Directs regulatory reporting requirements such as SARC reporting (CalRecycle), CARB GHG Allowance reporting, etc. Prepares documents, spreadsheets, and reports; maintains electronic and paper files. Reviews, analyzes, validates, and approves or recommends approval of invoices received from utilities service providers. Develops and audits recharges to campus auxiliaries; tracks all energy usages and accurately reports usages on monthly basis to Chancellor's office.</p> <p>Manages and accounts for assigned funds and budgets. Makes budget allocations and spending decisions. Ensures adequate and appropriate energy records management and documents control functions as assigned or appropriate. Leads and coordinates sustainability and energy savings efforts and develops effective plans to achieve short and long-term goals. Identifies and prioritizes opportunities for new and improved institutional sustainability efforts related to energy usage. Oversees and supervises current long and short-term energy and sustainability projects and programs in collaboration with key campus stakeholders. Collaborates with FS managers and staff on a variety of projects related to sustainability and energy management.</p> <p>Trains and supervises students and volunteers engaged in sustainability projects. Represents the campus at sustainability related events and meetings. Collaborates with the academic community to integrate energy and sustainability into the University curriculum and serves as a liaison between operational and academic areas of the University regarding energy and sustainability initiatives. Serves as a University spokesperson on energy and sustainability issues as assigned or appropriate and represents the University at regional and national professional conferences. Promotes understanding and ensures compliance with Federal, State, CSU, University and division utility and energy policies, regulations, statutory requirements, and best practices. Reviews and recommends policy and practice improvements to maximize utility, energy, and sustainability contributions to FS successes. Advises and educates staff, customers, and stakeholders about compliance requirements, trends, industry best practices, and safety and loss control solutions. Provides recommendations and information on best practices for waste reduction,</p>				

prevention, and diversion. Serves as FS representative and Co-Chair on campus sustainability task force and may be required to perform additional duties on committees as directed by VP of BFA or AVP of FS such as additional reporting requirements, taking and publishing meeting minutes, and tracking committee tasking. Other duties as assigned. Work may involve exposure to hazardous materials.

SUPERVISOR/OTHER WORK RELATIONSHIPS:

Works under the supervision of the Assistant Vice President of Facilities Services, who reviews work for soundness of judgment and accuracy and results achieved. Interacts with FS Directors, Managers, Vendors, Consultants, Contractors, and trade workers. Collaborates with student representatives, VP of BFA, campus AVP's, and other campus staff. Collaborates with counterparts throughout the California State University (CSU) System and within the CSU Chancellor's Office.

REQUIREMENTS OF POSITION:

Experience: Bachelor's degree in environmental science or engineering and interdisciplinary coursework or experience in one of the following disciplines: environmental studies, engineering, communications, or marketing is preferred. At least five years of experience manager sustainability and waste programs, experience in higher education, or facilities services setting preferred. Must have strong mathematical, analytical, and evaluation skills to prepare reports and spreadsheets which quantify benefits and savings resulting from energy and utilities operations and practices. Experience, education, or training in planning, implementing, and/or evaluation of cross functional sustainability programs also preferred. Certification as a Certified Energy Manager (CEM) through the Association of Energy Engineers also preferred. Experience with budget management and funding opportunities, project management, personnel supervision required.

Knowledge: Knowledge of green building practices, sustainability opportunities, energy management, and the technical expertise for addressing such matters while maintaining a balanced sense of environmental and energy stewardship. Self-starter and able to work independently with minimum supervision, exercising sound judgment and good decision-making skills. High level of expertise in the use of computer software with special emphasis on the use of Excel, Word, Google Drive Suite, Energy Information System, website management, and utility metering software. Must be fluent with web browsers and PowerPoint.

Abilities: Ability to provide detailed and accurate information via a variety of methods such as written reports with tables and spreadsheets, web pages, Microsoft Office Suite, and/or graphical software. Must have excellent interpersonal skills with the ability to work collaboratively as a team member and foster positive working relationships with individuals at all levels of a diverse organization. Must be adept at recognizing the potential for conflict and the creation of win-win solutions. Must possess strong organizational, time management, project development, and oversight skills, with the ability to support multiple projects at various stages while meeting milestones and deadlines. Must be able to discover, assimilate, and evaluate complex information, summarize for a given audience, and prepare formal and informal presentations containing the information. Must be adept at grasping the use of software applications for graphic design, web site development, and others for marketing sustainability. Must interpret a wide variety of written rules and regulations; interact and communicate effectively with the public, management, staff, students, and co-workers. Must possess a valid California driver's license in good standing for the operation of any vehicle or equipment. Ability to successfully complete the Defensive Driver Training Program and provide proof of eligibility to lawfully operate a motor vehicle in the state of California. Must be able to accommodate a work schedule that varies according to operational needs which may include evening and weekend hours.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

SECTION II – SIGNATURES

Incumbent:	Date:	President Designee (VP/Provost):	Date:
Supervisor:	Date:	AVP Administrative Services & HRO:	Date: