

NEW MEXICO STATE UNIVERSITY
PROFESSIONAL POSITION DESCRIPTION

POSITION TITLE: Mgr, Environmental Policy and Sustainability

POSITION SUMMARY: Responsible for developing policies and guidelines for protecting natural resources, reducing the University's ecological footprint, and ensuring accountability for "green" building and low-impact development in NMSU's ongoing capital improvement program. Coordinate environmental sustainability initiatives on issues ranging from climate change to recycling and water conservation, and work with faculty, staff, and student to enhance NMSU's environmental literacy and awareness through academic programs and educational outreach activities.

KEY DUTIES AND RESPONSIBILITIES:

- Supervise, direct, delegate, and evaluate work of assigned staff
- Identify and steward sustainability initiatives on behalf of the university and act as a resource for other university departments wishing to pursue sustainability initiatives that maximize the environmental and financial performance of the university
- Work directly with project managers, engineers, and the university architect to infuse sustainability principles into new construction, renovations, standards, plans, and studies; and with energy managers, maintenance managers and crafts people, grounds personnel, and custodians to integrate sustainability into energy management, operations, maintenance, grounds-keeping, solid waste removal, and cleaning practices
- Develop and maintain tools, metrics, and indicators for assessing progress toward sustainability goals
- Coordinate, support, and lead utility conservation and recycling initiatives
- Assist administrator with the development of policies related to sustainability, and specifically serve as an advisor to the Assistant Vice President of OFS, the University Architect, and the Campus Planning Committee on issues of sustainability
- Interface with the Provost and the Dean of the University's Schools to integrate sustainability into curricula and building operations and to support student environmental projects and initiatives
- Support and work with sustainability issues or that use the campus as a laboratory for learning about sustainability
- Advise, meet with, and be a resource for individual students and student groups engaging in sustainability issues and projects
- Perform related duties as required

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; principles and practices of organization and administration; principles of supervision, training, and performance evaluation; the LEED and STARS System of credits; the commitments made in order to comply with the American College and University President's Climate Commitment (ACUPCC) and the Talliores Declaration; sustainable construction and maintenance practices.

Skills in: Short- and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations; oral and written communication.

Abilities to: Direct, evaluate, train, and supervise the work of assigned personnel; develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities; analyze and evaluate information; interface with faculty, staff, student, and top level administrator in order to successfully "sell" energy management and sustainability across all constituencies at NMSU.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Construction Management, Architecture, Engineering, Urban/Environmental Planning or a related field
- 5 years of experience
- LEED AP designation or ability to obtain within (1) year
- Or the equivalent combination of education and experience that would provide the knowledge, skills, and abilities of this position

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