

Dickinson

Position	AF9813		
Title	Assoc VP Sustain/Fac Planning		
Department	Facilities Management		
FLSA Status	Exempt	Category	Chief Administrator
Supervisor Title	VP Finance & Administration	last revised	10/17/2016
		Tier	c

Position Summary Works with campus constituents to develop innovative programs and projects that ensures the college is a mindful environmental steward. Works to integrate sustainability values and practices into the colleges operations, curriculum, student life and strategic plans. Oversees the College Farm. Collaborates regularly with AVP for Facilities and Director of CSE.

Essential Functions:

Essential Function 1	Plan and communicate timely and accurate data to ensure that sustainability initiatives are advanced efficiently and effectively.	15
Essential Function 2	Collaborate with campus constituents to ensure that sustainability initiatives and opportunities are clearly communicated and well vetted.	10
Essential Function 3	Plan, coordinate and oversee the implementation of the Climate Action Plan Projects. /	20
Essential Function 4	Work closely with senior leaders across campus and with the BOT, as required.	10
Essential Function 5	Collaborate with AVP of Facilities Management and other Facilities staff on facilities planning issues, and specifically on asset renewal projects and planning.	10
Essential Function 6	Collaborate with the Director of CSE and CSE staff on sustainability initiatives and programs.	10
Essential Function 7	Oversee the College Farm. Directly supervise Farm Manager and Assistant Farm Manager. Provide leadership and guidance on farm operation, staffing issues, budget, project initiatives, strategic planning.	15
Essential Function 8	Plan an active role on the Space Planning Committee and oversee various space planning efforts.	10

Other Duties and Responsibilities

Provide leadership and guidance for college's energy management and utility procurement efforts. The college spends nearly \$3M per year on energy and utilities, to include electricity, natural gas, fuel oil and water. Work closely with the Director of Trades in Facilities Management, and other FM personnel, on strategic planning efforts and project initiatives to reduce energy consumption and associated costs and environmental impacts. Regarding utility procurement, work with college personnel and consultants to obtain competitive utility rates from reliable providers – to include electricity, natural gas, fuel oil, and renewable energy credits.

Other duties as determined or assigned.

Supervisory Responsibilities

Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions.

Education Requirements:

Required	Bachelor's degree	Field of Study	Liberal arts
Preferred	Master's degree	Field of Study	Business administration

Experience Substitute

Multiple years of experience at an institution of higher education can substitute for master's degree.

Additional Licensure Certifications

Minimum Work Experience

More than 8 years

Independence of Action

Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Example:

I was asked to complete a report on property acquisition and divestment, and was provided a general sense of the scheduling expectation.

Physical/Environmental Demand Office environment / no specific or unusual physical or environmental demands.

Sitting	<input type="text"/>	Walking	<input type="text"/>	Crawling	<input type="text"/>
Repetitive Hand	<input type="text"/>	Bending	<input type="text"/>	Balancing	<input type="text"/>
Hearing, listening	<input type="text"/>	Stooping	<input type="text"/>	Reaching Overhead	<input type="text"/>
Talking	<input type="text"/>	Climbing stairs	<input type="text"/>	Pulling, pushing	<input type="text"/>
Standing	<input type="text"/>	Climbing Ladders	<input type="text"/>	Shoveling	<input type="text"/>
Crouching	<input type="text"/>	Kneeling, squatting	<input type="text"/>		
Lifting - up to 10 pounds	<input type="text"/>	Lifting - up to 30 pounds	<input type="text"/>		
Lifting - up to 20 pounds	<input type="text"/>	Lifting - up to 50 pounds	<input type="text"/>		
		Lifting - over 50 pounds	<input type="text"/>		

Work Environment

- Office Environment: Employee protected from weather conditions, but not necessarily occasional temperature changes.
- Outdoor Environment: Employees work outdoors and may not be protected from weather.
- Extreme Cold: Temperatures typically below 32 degrees for more than an hour.
- Extreme Heat: Temperatures above 100 degrees for more than an hour.
- Noise: Sufficient noise to cause you to shout in order to be heard above the noise level.
- Vibration: Exposure to oscillating movements of extremities or whole body.
- Hazards: A variety of physical conditions, such as proximity to moving mechanical parts and vehicles, electrical current, etc.
- Oils: There is air or skin exposure to oils or other cutting fluids.
- Infectious Disease: Employees are frequently exposed to contagious or infectious diseases.
- Exposure to Animals: Working in laboratories with animals.
- Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odor, dusts, mists, gases, or poor ventilation.
- Close Quarters: Frequently required to work in crawl spaces, shafts, man holes, sewage/water pipes, etc.