

SECTION FOUR - Responsibilities and Requirements

A. Position Summary: (Briefly state the purpose or objective of the position.)

Under the supervision of the Sustainability Office Director, the incumbent will:

- 1) provide primary staff support to the Sustainability Director (SD) in identifying, prioritizing, planning, developing, coordinating, and promoting sustainability initiatives and activities for university-wide implementation;
- 2) plan, develop, promote and coordinate waste reduction and recycling program and activities in order to maximize waste diversion goals;
- 3) manage assigned recycling and solid waste collections and provide lead supervision of permanent collection employees and student assistants;
- 4) advise and mentor academic students and student groups, as assigned.

B. Essential job functions: (List the major responsibilities and the estimated percentage of time devoted to each - then indicate the tasks and work activities required to perform each major responsibility/function.)

Example: 25% Provides user support to faculty, students and staff.
a. Installs desktop application and software.
b. Trains users in software applications.

Incumbents in this classification perform a wide variety of assignments associated with ensuring the University successfully fulfills tasks and responsibilities associated with the Office of Sustainability and the waste and diversion services for campus. The following examples of typical work activities are not meant to be an all-inclusive or restrictive list of work. Work assignments may involve related activities and may be focused in one area or vary on a regular basis.

1) Sustainability program

a. Research and Planning (20%):

a(a). Assists the Sustainability Director (SD) in examining University operations in areas such as, but not limited to, energy, transportation, procurement, landscaping, built environment, solid waste, and water identifying and prioritizing likely areas to introduce sustainability concepts and cost efficiencies; produces, maintains, and updates, as necessary, plans and documents charting sustainability goals, priorities, progress, and information.

a(b). Supports the development and implementation of sustainability initiatives by University departmental units, groups, and students.

a(c). Contacts other universities, entities, and conducts literature reviews researching sustainability programs and best practices.

a(d). Acts as mentor for student intern research projects conducted as for-credit internships for the Office of Sustainability.

b. Program Implementation & Management (15%):

b(a). As assigned, works with University departments, groups, and students implementing and managing sustainability projects and activities.

b(b). Assists SD in managing University wide sustainability projects and activities.

b(c). Supports identification of sources and needs for project implementation funding; manages budgets and grants as necessary and reports appropriate information to granting agencies as directed.

c. Education and Outreach (5%):

c(a). As directed, works with faculty and staff developing and delivering presentations of University sustainability projects, practices, and general principles.

c(b). Fields technical sustainability questions from campus and community sources.

c(c). As directed, works with Marketing and Communications to plan, coordinate, and implement education and public relations activities in support of sustainability projects and activities.

d. Professional Development (5%):

d(a). Develops contacts at universities, community groups, and other entities to exchange information and best practices.

d(b). Actively participates in University work groups and committees.

d(c). Attends and participates in conferences, panels, committees, workshops and trainings at the local, state, and national levels to present and develop sustainability information.

e. Student Advising (5%):

e(a). Assists the SD in advising various students, student groups and clubs, which may include, but not limited to, the Waste Reduction and Resource Awareness Program, Take Back The Tap, and Sustainability Coalition. Advising activities include organization, budget, policy/guidance adherence and development, staff hiring (where appropriate), and regularly attending meetings.

e(b). Provide professional guidance and knowledge to students and evaluate student staff, where appropriate and provide constructive feedback to all advisees.

2) Solid Waste and Recycling Collection Operations

a. Administration (10%):

a(a). Establishes and maintains collection routes and schedules in consultation with relevant staff and supervisors. Organizes, coordinates, and oversees routine collection assignments and special events. Clarifies and coordinates service requests from campus entities.

a(b). Conducts field investigations throughout the University to assess operational or infrastructure needs and changes. Tracks condition of and plans for replacement of collection containers and relevant signage.

a(c). Answers technical questions and addresses issues raised by campus community members regarding solid waste and recycling handling and disposal.

a(d). Coordinates and organizes excess property reuse and disposal in conjunction with campus accounting and property staff. Maintains records and processes relevant paperwork for excess property reused, diverted or disposed.

a(e). Ensures solid waste, recycling, and diversion practices are in compliance with relevant CSU, local, State, and Federal regulations and guidelines. Coordinates trainings and reviews handling practices for collections staff with campus Environmental Health and Safety for regular and universal waste stream (e.g., e-waste, batteries) collections.

a(f). Analyzes and advises on relevant vendor contracts. Monitors vendor performance and addresses problems. Maintains vendor relations and communicates scheduling and other operational needs.

a(g). Tracks all material weights and maintains database and records of generated wastes and diverted materials. Prepares and submits annual waste and diversion reports to relevant State agencies.

a(h). Researches, prepares, and submits relevant grants to enhance and maintain collection operations.

b. Supervision (38%):

b(a). Supervises collections staff, student assistants, and volunteers. Interviews and makes recommendations for hiring new staff/students. Trains, develops scheduling, and evaluates collections staff/students. Consults with department manager regarding employee performance evaluations, makes recommendations on disciplinary actions, pay increases, performance recognition, and reviews/approves leave requests.

b(b). Exercises daily oversight of all phases of waste and recycling collection operations. Coordinates with campus staff on a daily basis to dynamically manage and prioritize collection needs. Daily inspects work quality and assures assignments are completed according to schedules and adhere to relevant safety practices and procedures. Ensures all relevant vehicles, equipment, and work areas are cleaned and well maintained on a regular basis. May also be required to assist with collection activities as events or workload dictate.

3) 2% Participate in University-required Trainings/Meetings and Timekeeping tasks

a. Attends mandated University trainings (safety and other), meetings and other events during normal work hours and as requested.

b. Utilizes University time management/absence reporting system as directed by supervisor.

C. Minimum qualifications required to perform all essential functions: (Indicate work experience including type of work and number of years required; education, if applicable, including desired degree and field of study, and specify certificate or license requirements; e.g. nursing, counseling, lab tech, or automotive and equipment operator.)

1) Education and experience equivalent to a Bachelor's degree in Sustainability, Environmental Science or Engineering, Natural Resources Planning, Environmental Planning, or other relevant program.

2) One year of analytical and/or administrative experience in formulating and implementing programs in their degree field.

3) Incumbent must demonstrate the ability and desire to learn and develop job related skills.

4) Ability to follow standard written instructions and procedures.

5) Ability to read and write at a level appropriate for the duties of the position.

6) Ability to perform arithmetic calculations required for the duties of the position.

7) Possession of a valid California driver's license for the operation of any vehicle or equipment required in the performance of duties.

8) Possession of an appropriate driving record which is interpreted according to UCAM 6562 which requires certification that incumbent has not been issued more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months.

Preferred qualifications include the following:

1) Bachelor's degree as outlined above plus the equivalent of two years of paid experience in a job involving duties equivalent or similar to those outlined in section 4. B.

2) Possession of an appropriate driving record which certifies the incumbent has not been issued more than one moving violation or been responsible for more than one accident (or any combination of more than one thereof) during the past 12 months.

D. Knowledge, special skills and abilities required:

- 1) Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to sustainability and/or solid waste to develop conclusions and make recommendations.
- 2) Thorough knowledge of policies, procedures, and outside regulations pertaining to solid waste and programs affected within the scope of sustainability activities in a campus setting (e.g., energy efficiency, greenhouse gas emissions, universal waste).
- 3) Working knowledge of operational and fiscal analysis and techniques.
- 4) Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- 4) Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- 5) Expertise in investigating and analyzing problems with a broad administrative impact and implications.
- 6) Ability to anticipate problems and address them proactively.
- 7) Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- 8) Ability to train others on new skills and procedures and provide lead work direction.
- 9) Ability to analyze and respond appropriately to emergency situations.
- 10) Follow oral and written instructions.
- 11) Read and write at a level appropriate to the duties of the position.
- 12) Ability to perform arithmetic calculations at a level appropriate for the duties of the position.
- 13) Ability to use maintenance management and work reporting systems such as those used to track work orders and tagged property.
- 14) Ability to keep accurate records for the work reporting system.
- 15) Ability to use two-way radios or other devices for communication.
- 16) Ability to communicate effectively and work harmoniously with a wide variety of individuals.
- 17) Ability to recognize and accommodate changing priorities, as communicated by a supervisor, in order to meet short and long term deadlines/goals.

E. Equipment used in the performance of the assignment:

The following equipment is typically used in the performance of this position's assignment (but not limited to the following list):

- 1) vehicles and equipment used in the collection of waste and diversion materials
- 2) equipment used to hand-load materials onto motorized vehicles to transport said materials, such as: hand trucks, dollies, and pallet jacks (4,000 lb. capacity).
- 3) Two-way radio and/or other devices as required for communications.
- 4) Computer and associated software required to conduct duties of the position as well as to participate in campus-wide training programs and human resources (i.e., absence management).
- 5) Office equipment typical to an institutional environment including copier and fax machines.

F. Specific physical and/or environmental working conditions that relate to the essential job functions of the position:

In general, this position works a consistent schedule, Monday- Friday for an eight hour shift as assigned. Business needs may occasionally require overtime as assigned and approved in advance.

This position is assigned to typically work in an office environment; however some duties necessitate a work environment that includes campus buildings (inside and outside), grounds, roadways and other physical improvements. The position also requires driving within campus roadways and pathways, often piloting large vehicles/equipment, in which distracted pedestrians or individuals using alternate methods of transportation may be present. Individuals in this position may be exposed to inclement weather in the fulfillment of their assigned duties.

Due to the nature of the assignment, individuals in this position are exposed to or must have the ability to:

- 1) Perform work involving regular physical activity including tasks with repetitive physical motion, traversing uneven slopes and climbing stairs.
- 2) Perform work involving heavy physical lifting.
- 3) Perform work in inclement weather, noisy, dirty and/or dusty environments.

SECTION FIVE - Additional Information

List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skills levels.

All LAEO positions for the Office of Sustainability take daily scheduling and assignments for recycling activities from the Sust. Coordinator, acting as Lead for that group.

The activities the Sust. Coord. supports the OS Director on have grown to truly being campus wide, so the scope of the position is now very broad. The increased scope has also necessitated an increase in autonomy for certain job functions and decisions and representing the unit to outside organizations.

Confidence in and expertise of the incumbent have also grown, so the incumbent is starting to take on components of task leadership for particular initiatives.

Describe the nature of supervision the employee in the position will receive.

This position reports to the Director of the Office of Sustainability, a unit of Facilities Management. The incumbent will work from the goals and objectives outlined by the supervisor with frequent consultation and reporting of progress on defined tasks. Level of oversight will be determined by the scope and complexity of each task.

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 as a condition of employment.

Attach a current Organization Chart of the department/unit

(Indicate class titles and times bases. Indicate this position by an asterisk () on the chart.)*