

Zero Waste Manager

Classification

Classification Details

State Title	Student Services Program Coordinator II
Pay Band	5
Level	
Classification Code	CB70
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Agency Code	H15
Agency Name	College of Charleston
EEO Code	E2
EEO Occupation	H30

Position Details

Employee Information

Employee First Name	Katherine
Employee Last Name	Doherty
Employee ID	20018952

General Information

State Title	Student Services Program Coordinator II
Classification Code	CB70
Agency Code	H15
Agency Name	College of Charleston
Division	Facilities Management
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
EEO Code	E2
Internal Title	Zero Waste Manager
FLSA	Non-Exempt
Slot Number	00065
Position Number	006331
SC Position Number	
Full / Part Time Indicator	F52
Hours Per Week	40
Applicant Manager	Deborah L. Shumate
Supervisor/Manager	

Position Details

Job Purpose The Zero Waste Manager is responsible for the strategy, management and continuous improvement of the College's zero waste initiatives (including compost, recycling, landfill, reuse, donations, etc.). The College's recently adopted Sustainability Action Plan (SAP) sets the ambitious goal of achieving zero waste for the campus by 2035. It is

anticipated the first year of this position will focus on merging zero waste responsibilities from multiple parties across campus to holistically address CofC's waste streams. Broadly, the Zero Waste Manager will serve as an advocate for sustainable waste management practices, manage key partnerships with campus and community stakeholders and work on improving the infrastructure, programs and services that are available to our campus community. This position will enhance existing programs and promote waste reduction behaviors at the individual, departmental and College-wide levels.

Minimum Requirements

A Bachelor's degree or combination of education and relevant experience. Two – four years of related work experience, and a demonstrated interest in zero waste and sustainability. Demonstrated commitment to diversity and inclusion, with the ability to establish and maintain working relationships with a diverse student body, faculty, staff and community. Experience entering data from various sources into tracking systems. Proficient at interpreting data and making operational plans to improve performance. Strong interpersonal, written and verbal communication skills. Self-motivated and self-driven with a high degree of energy and initiative, with the ability to work both independently and as part of a team. Ability to plan and execute projects on a timeline. Ability and desire to manage student volunteers and work with students in an academic setting. Highly organized; able to prioritize and manage multiple deadlines. Working knowledge in all Microsoft Office Suite and Google Suite programs. Working knowledge in all social media platforms, including Instagram and Facebook. Willingness and ability to work evening and weekend hours several times a year. Valid SC Driver's License or the ability to obtain one within 30 days of employment.

Required Knowledge, Skills and Abilities

Managerial or supervisory experience highly preferred. Zero Waste certifications such as SWANA or TRUE would be beneficial. Professional experience within a higher education institution a plus. LEED Accredited Professional or closely related sustainability credentials would be desirable. All employees at the College are expected to perform their jobs in a safe manner in accordance with best safety practices as prescribed by their department, the Office of Environmental Health and Safety, and the Occupational Health and Safety Administration training as provided by Facilities Management at the College of Charleston.

Guidelines and Supervision

Reports to the Director, Center for Sustainable Development under limited supervision. Expected to use good judgment, be self-motivated, and have a highly developed sense of discretion. Is guided by all CofC guidelines, policies and procedures.

Additional Comments Regarding Position

Must be physically able to perform duties as described and work both indoors and outdoors in all types of weather. Must be able to walk outside to and from College facilities. Must be able to climb stairs, bend, reach and stoop as necessary to perform duties. Must be able to exert between 10 lbs. and 50 lbs. of force as required to move bags or roll carts of recycling and other supplies and equipment. Some weekend work will be required to handle special events and peak workloads, including campus move-in (August) and move-out (May), A Charleston Affair (May) and Commencement (December / May).

Total number of permanent employees this position directly supervises

2-3

Total number of employees for which this position is responsible

2-3

Source of Funding

State

Federal

Other

100%

Managerial Details

Managerial Details

Describe the position's involvement in strategic planning or setting the strategic direction of your organization

Who are the primary customer groups or stakeholders within or

outside the agency with whom the position has primary working relationships? What is the nature of the work with each?

Decision-Making: describe typical decisions that the individual in this position will be required to make, and what decisions will be referred to others

Position Supervisory Details

Total personnel services budget for the area of this position

Total funds allocated to the division/department of this position

Give a brief description of the function(s) of each position reporting directly to you

Agency Budget and Other Quantitative measures

Examples include: # and \$ value of projects supervised, financial or capital expenditure plans created and overseen, physical inventory managed, etc

Indicate below your agency's budget and any other quantitative measures which indicate the scope of your position

Principal Problems and Challenges

Principal challenges encountered in the position

Job Duties

Job Duties

Activity	1. Perform supervisory, management and administrative work in organizing and directing the College's recycling, compost, waste-minimization and solid waste disposal programs. Develop and implement organization, staffing, equipment, schedules, policies and procedures for the safe handling, collection, drop-off, pick-up, delivery and / or removal of materials. Ensure recycling and solid waste disposal is conducted in accordance with all applicable laws, rules and regulations. Prepare and submit an annual budget for operations and maintenance needs of the program and equipment. Provides monitoring and enforcement of improper waste disposal on campus. Supervise a recycling lead and technician. Administers and supports contracted services (recycling, waste and compost) required by the program.
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Essential or Marginal Essential

Percent of Time 40

Activity	2. Build out and implement a five-year Zero Waste Action Plan for the College to support the implementation of the SAP. Establish and maintain services and programs that reduce waste and increase diversion. Track, evaluate and continually optimize program performance including collecting all relevant annual data, conducting solid waste audits to track progress, etc. Provide reporting on zero waste initiatives.
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Essential or Marginal Essential

Percent of Time 15

Activity	3. Support the coordination of zero waste events on campus. Provide consulting services to Dining Services, campus event planners and contractors to embed zero waste practices into event operations.
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Essential or Marginal Essential

Percent of Time 10

Activity	4. Develop and implement a communication program to educate and engage the College community on zero waste efforts, procedures, objectives and goals. Host zero waste training and outreach events for students, faculty and staff throughout the year. Coordinate zero waste education activities for new student orientation and other campus-wide events. Engage student groups, faculty, staff and volunteers.
Essential or Marginal	Essential
Percent of Time	15
Activity	5. Support student applied research initiatives around waste management and reduction. Mentor and advise up to four student interns through the Center for Sustainable Development to achieve zero waste goals.
Essential or Marginal	Essential
Percent of Time	15
Activity	6. Seek funding for zero waste initiatives including materials, equipment, programming and services through grant writing and other means. Demonstrates safety knowledge by practicing and adhering to all proper safety procedures and OSHA regulations pertaining to Sustainability. Consistently wears/uses appropriate personal protective equipment as required.
Essential or Marginal	Essential
Percent of Time	5

Requisition Form

Requisition Form

Last Filled By	Ashley Lavender
Position Supervised By	Darcy Everett
Advertised Salary	\$35,361 - \$50,394
Special Instructions to Applicants	
Is this position Grant funded?	No
Banner index number (old account number)	110092
If Band 5 or above, list Panel Members	Jennifer Jones Brenda Burbage Rashad Towns Jerome Smalls Natalie McKnight Oliver Jones (student)
Panel Chair	Jennifer Jones
Chair Phone Ext	3-0498
Chair E-Mail	jejones2@cofc.edu
If you plan to advertise externally, indicate the advertising sources	state website college website unemployment office Indeed

Applicant Documents

Required Documents

1. Resume
2. Reference List

Optional Documents

1. Cover Letter / Letter of Application
2. Unofficial Undergraduate Transcripts

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o Chronicle of Higher Education
 - o CofC - Alumni Career Services
 - o College of Charleston Website
 - o Diverse: Issues in Higher Education
 - o Glassdoor

- o Handshake
- o HigherEdJobs
- o Indeed.com
- o Internal Job Posting
- o jbcjobs (Joint Base Charleston Military & Family Readiness)
- o Job Fair
- o LinkedIn
- o Monster.com
- o Personal Referral
- o Post and Courier
- o Public Job Posting
- o SC Government Website (Neogov)
- o SC Works (SC Department of Employment and Workforce)
- o Twitter
- o Word of mouth
- o Other

Employee

Seated User

Details

First Name	Katherine
Last Name	Doherty
Employee Id	20018952

Supervisory Position

Supervisor Position Description

Job Title	Director of Sustainability
Position Number	131737
Org Unit	Center for Sustainability
First Name	Jennifer
Last Name	Jones
Email	jejones2@cofc.edu

Supplemental Documentation

No documents have been attached.