

SEARCH CRITERIA
Sustainability Manager
ADMN-PT-16/17-063
Facilities Management Services – Kingston Campus

We are dedicated to student success, academic excellence and leadership in our communities.

A. EDUCATION:

A three-year diploma or degree in a technological or engineering discipline is required. An equivalent combination of relevant education and experience may be considered. An equivalent combination of relevant education and experience may also be considered.

B. WORK EXPERIENCE:

A minimum of five years of practical experience which includes:

- Leading, researching and engaging on sustainability initiatives
- Achieving consensus with diverse groups/individuals
- Experience with climate change and energy management
- Writing reports for technical and non-technical audiences
- Communicating and giving presentations to technical and non-technical audiences in engagement and marketing
- Event planning (i.e. workshops, presentations, awareness campaigns)
- Conducting cost/benefit analysis and business case development
- Working with teams and committees.

C. TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Proficiency with a variety of computer applications (MS Office Suite), publishing, graphic design applications and database.
- Profound knowledge of sustainability concepts and best practices.
- Good understanding of cost/benefit analysis and life-cycle costing.
- Exceptional knowledge of climate change and energy management.
- Awareness of the Association for the Advancement of Sustainability in Higher Education (AASHE) and Sustainability Tracking & Assessment Rating System (STARS).
- Ability to create and manage benchmarking processes.
- Exceptional ability to complete projects on time and report on status and progress,
- Ability to understand and synthesize diverse research and outreach initiatives.

D. MANAGERIAL SKILLS:

- Superior research, analytical, evaluative and problem-solving skills.
- Strong organizational skills.
- Exceptional oral and written communication skills (including public speaking skills).
- Advanced interpersonal and customer service skills.
- Effective project management skills including ability to prepare a project plan and provide leadership for successful initiation, planning and execution.

E. PERSONAL PERFORMANCE CHARACTERISTICS:

- Ability to work with diverse disciplines and achieve consensus
- Effective communicator with excellent interpersonal skills, relationship building skills and a collaborative approach that fosters strong teamwork, integrity, diplomacy and client-service orientation skills.
- Thrives in an environment where handling a large volume of work with competing priorities and multiple deadlines is expected.
- Models and fosters the organizational values of the College.

F. PHYSICAL REQUIREMENTS:

Ability to travel between campuses on a regular basis. May occasionally be exposed to extreme temperatures, dirt and hazardous conditions on a construction site or other occasional exposures as outlined in the job description.

G. EMPLOYMENT EQUITY:

The college is committed to employment equity. We encourage members of the designated groups to apply and self-identify.