



D #2016-1072
Stephanie Hebert

POSITION DESCRIPTION

Department: Facility Services

Position Reports To: Director, Energy Management & Utility Services

Working Title: Recycling and Sustainability Coordinator

Classification: Administrative Analyst Specialist
Non-Exempt

Job Code: 1038

Range Code: 1

Time Base: Full time

Exempt or Non-Exempt: Non-exempt

Position Number: 00000012

Last Update: 12/16/2015

Union / Unit (if applicable): California State University Employees' Union (CSUEU) / Unit 9

PURPOSE OF POSITION:

Under general direction, the Recycling and Sustainability Coordinator is responsible for coordinating the daily operations of the recycling and waste diversion program on campus. Assists the Director with monitoring and analyzing campus energy consumption and costs towards the goals of reducing energy consumption, reducing the University's carbon footprint, increasing use of renewable sources of power, and reducing all utility costs. Assists the Director with the development of plans to incorporate sustainable practices in day to day facilities operations. Provides assistance to the Director as needed with department budget management and serves as a back up to the director's assistant. Responsible for the training, oversight and management of student assistants.

MAJOR RESPONSIBILITIES:

1. Recycling Program Coordination
2. Utilities Reduction Strategies and Education
3. Sustainable Business Practices Coordination

Received
Cal State San Marcos

MAY 06 2016

% of Time
45%
30%
25%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

Human Resources

1. Recycling Program Coordination
 - a. Operates as point of contact to campus community for communication and daily operational matters regarding the recycling and solid waste diversion program
 - b. Promotes development of recycling program in order to raise awareness throughout campus community via various media and special events such as national recycling contests and "Thank You For Recycling Day".
 - c. Monitors and works to achieve compliance with AB 75 by various methods such as analyzing waste hauler reports and by conducting and studying campus waste inventories.
 - d. Provides for and positions all recycling containers on campus.
 - e. Directs student and/or part time workers in associated tasks.

2. Utilities Reduction Strategies and Education
 - a. Assists the Director with monitoring and analyzing campus energy consumption and costs towards the goals of reducing energy consumption, reducing the University's carbon footprint, increasing use of renewable sources of power, and reducing energy costs.
 - b. Assists the Director with the implementation of water and energy conservation programs to reduce the University's natural resource consumption
 - c. Establishes mechanisms for tracking campus energy and water use, waste recycling, toxics and other metrics; reporting regularly to the appropriate administration.
 - d. Assists departments with the development of specific resource conservation strategies as appropriate.

3. Sustainable Business Practices Coordination
 - a. Assists the Director with the development of plans to incorporate sustainable practices in day to day facilities operations.
 - b. Serves as a resource to the University community and serves as a central information source about campus sustainability issues and practices.
 - c. Assist the Director with the development of programs to educate students, faculty and staff about sustainability efforts and the benefits of sustainable practices.
 - d. Assists departments with the development of sustainability plans as appropriate.
 - e. Assists the Director in developing and updating guidelines for sustainable construction practices including sustainable materials, products, and techniques.
 - f. Works with Planning, Design and Construction (PDC) on incorporating sustainable material and product standards into design and construction phases of capital projects.
 - g. Assists the Director in researching grant opportunities and in the development, writing, and application of grants.
 - h. Serves as a liaison for Facilities Development and Management with PDC and Environmental Health and Safety on issues involving agencies such as the Air Pollution Control District and State Water Resources Control Board, and works towards environmental compliance with Stormwater and Water Pollution Control Program, CSU Executive Order 987, AB 32, and other local, state, federal and systemwide mandates.
 - i. Assists the Director in developing policies and procedures for the department.
 - j. Oversees the training of student assistants for the department and manages their responsibilities
 - k. Provides assistance to the Director as needed with department budget management and serves as a back up to the director's assistant.

PROVIDES LEAD DIRECTION OF OTHERS:

Student Assistants

REQUIREMENTS OF POSITION:

1. List education and experience required
 - a. Bachelor's degree in Business or related field or equivalent combination of education and experience.
 - b. Valid California Driver's License required
2. List knowledge, skills, and abilities required for this position.
 - a. Knowledge of recycling, solid waste diversion, water and energy conservation products, methods and practices in a public institution.
 - b. Knowledge of water conservation strategies and California water policy and conditions
 - c. Ability to craft executive level reports outlining department program, projects and strategies
 - d. Demonstrated ability understanding Microsoft office applications such as excel, power point, and outlook
 - e. Demonstrated ability to learn, interpret and apply a wide variety of policies and procedures relating to and impacting the applicable programs and organizational unit.
 - f. Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
 - g. Demonstrated ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
 - h. Demonstrated ability to organize and plan work and projects including handling multiple priorities.
 - i. Demonstrated ability to make independent decisions and exercise sound judgment.
 - j. Demonstrated ability to compile, write and present reports related to applicable programs.
 - k. Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
 - l. Ability to demonstrate an awareness and appreciation of the cultural diversity of the University community
 - m. Knowledge of department budget management
 - n. Demonstrated ability to train and provide lead direction to student assistants

Unique working conditions

- a. This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position."

- a. 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.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Work closely with University departments, members of the campus community, and outside vendors. Daily

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Sitting
2. Standing
3. Walking
4. Bending Over
5. Crawling
6. Climbing
7. Reaching overhead
8. Crouching
9. Kneeling
10. Balancing
11. Pushing or pulling

	N/A	1-2	3-4	5-6	7+
1. Sitting		X			
2. Standing				X	
3. Walking				X	
4. Bending Over		X			
5. Crawling	X				
6. Climbing		X			
7. Reaching overhead		X			
8. Crouching		X			
9. Kneeling			X		
10. Balancing			X		
11. Pushing or pulling					X

16. Driving cars, trucks, forklifts and other equipment
17. Being around scientific equipment and machinery
18. Walking on uneven ground

Number of hours/day
N/A 1-2 3-4 5-6 7+

12. Lifting or carrying
 - A. 10 lbs or less
 - B. 11 to 25 lbs
 - C. 26 to 50 lbs
 - D. 51 to 75 lbs
 - E. 76 to 100 lbs
 - F. Over 100 lbs
13. Repetitive use of hands/arms
14. Repetitive use of legs
15. Eye/hand coordination

	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less	X				
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms					X
14. Repetitive use of legs			X		
15. Eye/hand coordination					X

Yes No

X	
	X
X	

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Directing others
2. Writing
3. Using math/calculations
4. Talking
5. Working at various tempos
6. Concentrating amid distractions
7. Remembering names
8. Remembering details
9. Making decisions
10. Working rapidly
11. Examining/observing details
12. Discriminating colors

	N/A	1-2	3-4	5-6	7+
1. Directing others					X
2. Writing		X			
3. Using math/calculations	X				
4. Talking					X
5. Working at various tempos					X
6. Concentrating amid distractions					X
7. Remembering names			X		
8. Remembering details					X
9. Making decisions					X
10. Working rapidly					X
11. Examining/observing details				X	
12. Discriminating colors		X			

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Inside
2. Outside
3. Humid
4. Hazards
5. High places
6. Hot
7. Cold
8. Dry
9. Wet
10. Change of temp
11. Dirty
12. Dusty
13. Odors
14. Noisy
15. Working w/others
16. Working around others
17. Working alone

	N/A	1-2	3-4	5-6	7+
1. Inside			X		
2. Outside				X	
3. Humid			X		
4. Hazards			X		
5. High places		X			
6. Hot				X	
7. Cold				X	
8. Dry				X	
9. Wet				X	
10. Change of temp				X	
11. Dirty		X			
12. Dusty		X			
13. Odors		X			
14. Noisy				X	
15. Working w/others					X
16. Working around others					X
17. Working alone		X			

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name:

Stephanie A. Hebert

Signature:

Stephanie A. Hebert

Date:

5/6/16

Appropriate Administrator (MPP)

Print Name:

LINDSEY ROWELL

Signature:

L. Rowell

Date:

3/10/16

Dean/Department Head/Director/AVP (optional)

Print Name:

Mark Norton

Signature:

Mark Norton

Date:

3-14-16