



<h1>POSITION DESCRIPTION</h1>

Department: Safety, Health & Sustainability
Position Title: Zero Waste & Sustainability Specialist
Job Code: 1038
Time Base: 1.0
Position Number: TBD
Union / Unit (if applicable): California State University Employees Union (CSUEU) / Unit 9

Position Reports To: Sustainability Manager
Classification: Administrative Analyst/Specialist
Range Code: 2
Exempt or Non-Exempt: Exempt
Last Update: 10/5/2021

PURPOSE OF POSITION:

The Zero Waste and Sustainability Specialist will support the Sustainability Manager to ensure we meet our sustainability goals outlined within the Sustainability Master Plan and the CSU Sustainability Policy with a strong focus on our Zero Waste by 2025 goal.

This position will coordinate essential activities and programming by collaborating with departments and divisions across the campus as it relates to sustainability and zero waste. The ideal person is knowledgeable about local and state waste management laws and has experience educating people about sustainable waste management practices, behavior change and ways to increase waste diversion efforts across campus. In addition to zero waste efforts, this person will work with the Sustainability Manager on our student success initiatives, including but not limited to: Inclusive Sustainability efforts, internships and service learning, student club (Environmental Stewards Association) support, classroom lectures, climate and resiliency planning. Also, this person will support our event planning, marketing and communication efforts to further create the culture of sustainability we are striving for at CSUSM.

MAJOR RESPONSIBILITIES:

%OF TIME

- | | |
|--|-----|
| 1. Coordinate and expand efforts to reach our Zero Waste Goal | 50% |
| 2. Assist in the development and implementation of CSUSM Climate and Resiliency Strategies | 15% |
| 3. Support our Student Success Initiatives | 10% |
| 4. Educational Outreach and Engagement Opportunities | 10% |
| 5. Sustainability Communications, Marketing and Branding Coordination | 10% |
| 6. SH&S Department Support and Coordination | 5% |

LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:

1. ***Coordinates and expands efforts to reach our Zero Waste Goal***
 - a. Functions as CSUSM’s point of contact as it relates to campus landfill, recycling and organics programs
 - b. Coordinates with waste hauler and examines pickup schedules and locations to maximize efficiency
 - c. Utilizes data informed decision making as it relates to campus waste management efforts and efforts to reduce costs related to waste
 - d. Expands campus organics composting program, using best practices and current trends to recommend improvements and implement new practices
 - e. Develops educational and engagement programming for campus community members (students, staff, faculty) and external guests
 - f. Collaborates with our Facility Services team to ensure waste bins are distributed and utilized across campus effectively
 - g. Creates practices to ensure the campus meets state and local requirements, including but not limited to SB 1383 and AB 1826
 - h. Completes annual state report and supports our STARS reporting efforts
 - i. Collaborates cross-divisionally to ensure data is captured effectively and efficiently
 - j. Researches and develops innovative methods to use data to drive behavior change

2. ***Collaborates in the development and implementation of the CSUSM Climate and Resiliency Strategies***
 - a. Works to create a myriad of climate and resiliency efforts that connect to the campus Sustainability Master Plan, CSU Systemwide Sustainability Policy, CSUSM Campus Master Plan and state/national efforts related to climate and resiliency work
 - b. Collaborates with local and regional stakeholders; including cities, non-profits, and other universities to ensure that we are considering our wider community when planning and implementing resiliency strategies
 - c. Creates campus as a living laboratory opportunity for faculty and students related to climate and resiliency
 - d. Engages the campus community in efforts related to sustainability goals as outlined in the Sustainability Master Plan and the CSU Systemwide Sustainability Policy.

3. ***Supports our Student Success Initiatives***
 - a. Assists with Inclusive Sustainability initiatives by providing support with programming around social and environmental justice
 - b. Supports service-learning program and assists in the development of new opportunities for CSUSM students
 - c. Further develops sustainability internship program and assists in finding creative ways to provide paid internships
 - d. Engages and supports the student organization, Environmental Stewards Association with their programming efforts

4. ***Educational Outreach and Engagement Opportunities***
 - a. Develops a sustainable/green labs program, to expand engagement within the sciences
 - b. Collaborate with faculty and/or Principal Investigators in the research and instructional labs and other stakeholders to sustain campus resources that encompass energy, waste, water, and hazard assessments
 - c. Expands curricular and co-curricular opportunities across all academic departments in collaboration with faculty and department personnel
 - d. Increases outreach efforts by tabling at and attending a wide range of events
 - e. Supports campus partners, new student, employee & faculty orientations, and other opportunities to advocate for the Campus' Sustainability program

5. ***Sustainability Communications, Marketing and Branding Development***
 - a. Coordinates efforts associated with the growth of the Sustainability Program social media platforms, website and communication efforts
 - b. Develops new, creative ways to distribute sustainability messaging across the campus community

6. ***SH&S Department Support and Coordination***
 - a. When necessary, supports SH&S departmental needs by attending events, assisting with the organization and/or table at events, as requested
 - b. Supports department in operations relating to newsletter distribution, office coverage, and Safety program administration

PROVIDES LEAD DIRECTION OF OTHERS

Student Assistant(s)

REQUIREMENTS OF POSITION:

1. List education and experience required

- Bachelor's Degree in environmental studies, sustainability, communications, public health, business, or other related field; or an equivalent combination of education and experience
- Minimum of 2 years' experience in the field of sustainability, climate change, and/or zero waste efforts

Preferences

- Experience working in higher education
- Working knowledge of California state policies and laws as it relates to zero-waste, resilience and climate change

2. List knowledge, skills, and abilities required for this position

- Strong communication skills (both oral and written), as well as strong time management, and project management skills with the ability to coordinate multiple projects at one time

- 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
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form
- The ability and willingness to identify and participate in professional development opportunities in the broad field of sustainability
- Demonstrated ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where alternative solutions and diverse demands are involved
- Ability to train others on new skills and procedures and provide lead work direction to
- Competent with Microsoft Office programs (Word, Outlook, and Excel at minimum), or similar software to assist in the preparation of correspondence, reports, calendars, and other documents. Experience with Tableau or other database entry, report design and data application efforts. Comfortable with Zoom and Teams
- Ability to develop and maintain good working relationships and resources. Must demonstrate good interpersonal and collaborative skills to establish rapport and effective consultation with coworkers, the campus community and the public
- Ability to work independently and as a team player to achieve the goals and objectives of the division and the department
- Thorough knowledge of policies, procedures, and outside regulations pertaining to sustainability programs, including campus and external laws and regulations
- Proven project management and program implementation success
- Working knowledge of sustainability certification programs and rating systems (AASHE STARS, LEED, Living Building Challenge) and zero waste programs (TRUE), etc..
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques
- Proven skills related to marketing, social media and effective communication

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties:

- Standard office and communication equipment
- Ability to operate a motor vehicle and an electric cart

4. Unique working conditions:

- Hours of work will include times outside the general office hours due to required attendance at campus events
- Ability to lift 20-30 pounds independently and 50 pounds as a part of a team or using lift equipment
- Occasional travel to attend trainings and conferences
- Must enroll in the campus' DMV Pull Notice Program for purposes of driving on university business. Must have a valid State of California driver's license

5. Other Employment Requirements

- 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
- Must participate in required campus trainings including, but not limited to, Defensive Driver, Information Security Awareness Training, CSU's Sexual Misconduct Prevention Program, and Injury and Illness Prevention Program Training

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.

Person/ Position/ Agency: Faculty, staff, student assistants, and volunteers

Purpose: Communicate information regarding sustainability, zero waste, climate resiliency, connecting sustainability to diversity, equity and inclusion.

How Often: Daily

Person/ Position/ Agency: Administrators, supervisors, managers,

Purpose: Obtain and communicate information regarding sustainability and the different facets that are a part of sustainability.

How Often: Daily

Person/ Position/ Agency: Auxiliaries, Vendors, Outside Organizations Obtain, communicate or clarify information regarding sustainability programs. Communicate departmental requirements, campus policies, procedures and processes.

How Often: Daily

Person/ Position/ Agency: other CSU campuses

Purpose: Discuss and collaborate with systemwide CSU's, participate in monthly calls and working groups as needed.

How Often: As Needed

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			X		
2. Standing			X		
3. Walking			X		
4. Bending (neck)		X			
1. Bending (waist)		X			
6. Twisting (neck)		X			
7. Twisting (waist)		X			
8. Crawling	X				
9. Climbing	X				
10. Reaching (above shoulder)		X			
11. Reaching (below shoulder)		X			
12. Walking on uneven ground		X			
13. Crouching	X				
14. Kneeling	X				
15. Balancing	X				
16. Pushing or pulling	X				

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

17. Fine manipulation			X		
18. Simple grasping			X		
19. Power grasping	X				
20. 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				
21. Keyboard use				X	
22. Mouse use			X		
23. Repetitive use of hands/arms				X	
24. Repetitive use of legs/feet				X	
25. Eye/hand coordination			X		

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes	No
X	
X	

MENTAL EFFORT

Number of hours/day
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				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. Extreme change of temp	X				
11. Dirty/dusty		X			
12. Exposure to gas, fumes or chemicals	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: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____