



BOISE STATE UNIVERSITY

JOB DESCRIPTION

Employee Name: Kat Davis		Emp ID#:	
Business Title: Sustainability Coordinator & Environmental Compliance		PCN: 3265	Date: 4/3/19
Department: EHHS	Job Code:	Pay Grade:	FLSA Status:
Field		Family	
Category:		Level	
Position Reports to: PCN 1240			
BUDGET Responsibility? Yes <u>X</u> No <u> </u>		Size budget managed: \$50,000	

1. Job Purpose Describe the main purpose of the job.

To help establish Boise State University as a Green Campus by developing and promoting sustainability initiatives and educating faculty, staff and students. Manage the water quality programs and permits, support environmental health and occupational safety on campus.

2. Scope

HR Office Use

3. Essential Duties & Responsibilities List the major duties/responsibilities of the position. Indicate which are most important by percentage of time spent or most difficult. List a maximum of 10 of the most important; they should add up to 100% of the job.

Duties & Responsibilities	Percent of Time Performed
Oversees the development and execution of sustainability program planning across campus. Actively participates in project identification and prioritization, grant writing, promoting student involvement and tracking of project execution and progress. Educates faculty, staff, students and visitors as to campus sustainability initiatives regarding energy and water	75%



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<p>efficiency, renewable energy, smaller carbon footprint, waste reduction and global citizenship. Promotes working and living green in all aspects of campus life. Recommends and implements approaches and metrics to ensure the sustainability program is progressing towards goals. Oversees execution of various sustainability projects and programs being implemented by other campus departments and leads development and implementation of a long-term strategic plan for sustainability. Collaborates with various campus departments and the community to grow sustainable options and pool resources to achieve goals. Manages and develops opportunities for student internships and volunteer positions to connect students with applicable skills in sustainability on and off campus.</p>	
<p>Manage the University's water quality management programs for the campus. Along with Facilities Operations and Maintenance and other University departments, work to ensure compliance with the provisions of regulations and permits pertaining to water quality and water discharges, such as the Environmental Protection Agency stormwater discharge permit and the Boise City wastewater discharge permits. Requires good knowledge of federal, state and local regulations pertaining to water quality management. Act as the liaison with federal, state, local and other parties for the University in management of water pollution problems such as the perchloroethylene plume in the groundwater beneath the campus. Research and advise the University Administration on environmental issues to foster informed decision-making. With appropriate internal review and consultation; and coordination with supervisors and legal counsel; Develop, implement, and maintain water quality pollution prevention plans required of the University by federal, state and local regulations, such as the Spill Prevention, Control and Countermeasure plan. Respond to and investigate incidents of pollutant releases. Ensure compliance with the provisions of regulations and permits pertaining to water quality and water discharges from research laboratories, such as Boise City wastewater discharge permit for research laboratories in the College of Engineering.</p>	15%
<p>Performs other duties as assigned. Represent EHSS and the University on internal and external committees with regard to the aforementioned programs.</p>	10%



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4. Supervision: If applicable, indicate the degree of supervision for other employees

No responsibility for supervising others.

X Involves training and directing the work of student employees.

Involves occasional training and directing the work of non-student employees. Supervision is sporadic and occurs from time-to-time.

Involves direct supervision, hiring, and evaluating the work of employees as a first-line supervisor.

Position Category Supervised (<i>Classified, Professional, Faculty</i>)	# of people
Student Employee	6
Internships	8
Work Study	1
Volunteers	>200

5. Minimum Qualifications (Education and Experience) Include degree(s), disciplines, experience, certifications or licenses and/or equivalent experience required for this position.

Bachelor's Degree, Environment Studies, Environmental Science, Environmental Leadership, or Geography

6. Knowledge, Skills and Abilities (KSA's) List any skills or knowledge required in the performance of the position. (E.g., level of attention to detail, accuracy, relationship skills, methods, systems, technical abilities, etc.).

- Requires 5 years of experience in sustainability planning
- Requires 5 years of volunteer management
- Requires 5 years of event planning
- Requires 5 years of grant writing experience
- Requires 5 years of community organizing experience
- Requires 5 years in communication and marketing of events and initiatives
- Requires high level of experience interacting with variety of constituents: students, faculty, agency representatives



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- Requires project planning experience
- Requires 2 certificate/years experience with water quality management
- Requires high level of knowledge of federal, state and local regulations pertaining to water quality management.
- Requires experience with ensuring compliance with regulations pertaining to water quality and water discharge

7. Decision-Making Authority What types of decisions or recommendations is this position authorized to make? Does the incumbent have the authority to approve or deny actions? If so, please give two or three examples. What types of decisions would the incumbent refer to a supervisor?

- Position has responsibility of initiating, planning and carrying through to execution any number of sustainability projects campus wide
- Position has budget of \$50,000 for student employees and events
- Position works with supervisor to make budget decisions
- Position supports coordination of campus-wide Sustainability Governance Council

8. Equipment or Software What special equipment or software is required to be used in this role. How often is the equipment used?

Equipment	Frequency of Use
Computer	8 hours a day
Custodial Equipment	Monthly

9. Environment Where does this position regularly work (office, outdoors, shop, laboratory, etc.) What is the temperature, exposure to weather, chemicals, noise, % of time exposed to weather/other environmental conditions?

Where and exposure to what?	Percent of time exposed
Office	80%
Laboratory	5%



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Waste (trash, recycle, compost)	25%
Outdoors	20%
Noise	20%

10. Physical Demands (e.g. seeing, hearing, speaking, lifting, walking, carrying, bending, etc. How much time is spent sitting, standing, using the computer, telephone, other equipment?)

Physical requirement	Percent of time
Sitting & Using the computer	55%
Walking and Standing	15%
Lifting, carrying, bending, in sorting and collecting waste	15%
Public speaking and presenting	15%

11 . Travel Requirements What traveling is done by this position? Is travel local or overnight and percent of time spent traveling?

Occasional travel for training

Disclaimer:

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required. This job description is not an employment agreement and/or an expressed or implied contract. Management has the exclusive right to alter this job description at any time without notice.