

## Coordinator, Sustainability

**FLSA Status:** Exempt

**Pay Grade:** 18

**Job Title ID:** 160506

**Job Series/Job Family:** Business Services Series / Construction Family

### Reports To

Director, Environmental Stewardship

### Job Purpose

To coordinate the development, implementation and maintenance of sustainability initiatives working with many internal and external constituents.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Coordinates the development, implementation and maintenance of the College's Sustainability Initiatives, including developing and tracking the performance metrics of sustainability programs.
2. Monitors and analyzes the sustainability program effectiveness and makes suggestions for improvement.
3. Promotes the College's sustainability programs to both internal and external constituencies.
4. Presents the sustainability orientation program to students and employees.
5. Develops and maintains the sustainability website.
6. Tracks the progress of the College's carbon reduction goals.
7. Coordinates the communication of the College's sustainability programs, including sustainable construction and renovation, sustainable facility operations, resource conservation, recycling and waste reduction, greening the workplace, and related programs.
8. Participates in the shared governance process as a sustainability liaison providing technical knowledge on ACC's sustainability initiatives.
9. Researches sustainability "best practices" at peer and other institutions.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Coordination of programs, goals and policies.
- Reading blueprints.
- Principles and concepts of sustainability.
- Green Building Principles.
- Project planning and management principles.
- Federal, State, and Local Regulations and National Standards relating to applicable areas of sustainability but not limited to recycling, refuse, energy and emissions.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.

- Effectively using interpersonal and communications skills, including public speaking and technical writing, with tact and diplomacy.
- Effectively using organizational skills, with attention to detail and follow-through.
- Effectively using analytical skills.
- Effectively working independently and as a team so that multiple projects are prioritized and effectively managed.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

## **Computer Skills**

### ***Required***

- Demonstrated proficiency using standard office software applications such as Word, Excel and Power Point as well as web development and maintenance software.

### ***Preferred***

- Advanced knowledge in Excel, Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver, and/or Autodesk AutoCAD.

## **Physical Requirements**

### ***Required***

- Work is performed in both an internal and external environment with occasional exposure to inclement weather and varying temperatures.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, climbing, stooping, kneeling, pushing, pulling, and manual dexterity.
- Occasional lifting of objects up to 40 pounds.

## **Work Experience**

### ***Required***

- Two years related work experience.

### ***Preferred***

- Four years related work experience.

## **Education**

### ***Required***

- Bachelor's degree in related field.

### ***Preferred***

- Bachelor's degree in architecture, engineering, environmental science or sustainability related field.

## **Licenses/Certifications**

### ***Required***

- Valid Texas Driver's License.

### ***Preferred***

- LEED AP (Leadership in Energy and Environmental Design Accredited Professional)

## **Safety**

### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.