



## UTILITY AND SUSTAINABILITY SPECIALIST

| Class Code | OT Status  | EEO Category               | Represented Status | Salary Grade | Effective Date | Status     | Pages  |
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### DEFINITION

Under the direction of the Energy and Sustainability Manager, the Utility and Sustainability Specialist performs support functions for districtwide energy and sustainability programs, projects and initiatives. The Utility and Sustainability Specialist will also participate and provide updates to campuses Sustainability Committees as well as act as a liaison for the District Facilities Planning team with various college and community stakeholders. A moderate degree of independent judgement and creativity are required to resolve many minor and occasional major problems that arise. Proven record of accomplishment of supporting new initiatives in sustainability and energy management program and project management, as well as a propensity for effective teamwork and exceptional capacity to work with limited supervision on high visibility projects and efforts.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager, reporting directly to the Energy and Sustainability Manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training to facilities project team members as assigned by a departmental supervisor or manager.
- May provide training or direction to student interns or assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- The incumbent performs the full range of work related to program and policy research, analysis, development, evaluation, and/or operational and fiscal analysis. Work requires applying a fundamental knowledge base in energy and sustainability to develop recommendations. The incumbent may serve either in primary implementer, project support or coordinator role to support the District Energy and Sustainability initiatives, policies and goals.
- Provides technical support through research, development and industry best practices for activities and projects related to resource conservation and sustainability initiatives, including development, execution, monitoring and reporting of various campus energy, water and waste conservation metrics.
- Initiates, communicates and tracks a wide range of sustainability efforts aligned with the District Strategic Goals and Objectives. Leads research and applications for grants, rebates, and utility incentives and other funding options for energy and utilities related projects.
- Effectively communicates technical terms and complex programs in simple terms through various media. Examples include signage, presentations, newsletters, emails, training, meetings, recordings, videos, and website updates.
- Generates reports, articles, presentations and other education and outreach materials.
- Coordinates the implementation of District sustainability goals such as campus compost, recycling and waste programs in association with the campus custodial departments, in

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response to applicable policies, rules and/or regulations. Ensures district remains compliant with all regulatory agencies.

- Conducts data analysis and research to support sustainability initiatives. Examples of such assignments include gathering monthly utility usage data (energy, gas, water, solid waste, and carbon emissions), preparing and analyzing various utility consumption reports, assisting with preparation and submission of annual sustainability report and annual State Chancellor’s Office report, updates in Energy Star Portfolio Manager, AASHE STARs baseline and progress reports, and acquires necessary energy, utility and other pertinent data from the Building Automation Systems (BAS) ALC and Andover.
- Regularly updates and maintains planning documents and program accomplishments under the direction of the District Energy and Sustainability Manager, such as updates to the sustainability plans, energy master plans, in addition to developing baselines and tracking annual progress toward our goals using measurable metrics, updating websites, applying for sustainability awards.
- Develops transition plans and creates replicable systems across the District with a goal to also support a contribution towards our communities and California Community Colleges.
- Assists in identifying energy, water and solid waste conservation opportunities and implementing appropriate projects.
- Supports Facilities Planning as well as our campuses’ Maintenance and Operations teams’ commitment to continuous improvement, efficiency and providing premier learning environments.
- Coordinates campus and/or district events and trains and leads interns, student assistants and other staff as assigned. Campus/District events may include Earth Day, Bike to Workday, Arbor Day and other special events to promote sustainability.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Knowledge of energy, water, waste, carbon emissions, conservation tracking, sustainability reporting practices and other utility efficiency procedures.
- Principles and practices of project and construction management within a public works setting.
- Knowledge of and ability to keep abreast of energy, water, recycling and emission reduction incentive opportunities.
- Knowledge of research principles and compiling data, formatting, and preparing statistical, financial and other reports and application of written, verbal and graphical communication and in multiple media formats.
- Understanding and knowledge of processes for organizing data, setting up, tracking and maintaining data in electronic files
- Understanding and knowledge of collaboration and effective workflow as part of a customer service team.
- Knowledge of managing a variety of projects that require multitasking and workload prioritizing under deadline pressure, using independent judgment for decision-making.

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Skill/Ability to:

- Functional knowledge of architectural drawings and specifications, construction contracts and documents, documentation procedures, administration support activities to ensure adherence to project requirements
- Ability to work independently and collaborate with diverse constituencies
- Dynamic, self-starter with excellent organizational and communication skills
- Proven ability to manage multiple, competing, priorities simultaneously.
- Excellent communication skills, including public speaking to a variety of audiences
- Must be organized, a resourceful problem-solver, a reliable team player, with demonstrated high attention to detail and follow-through to project completion.
- Experience collaborating with others, including students
- Proficiency in use of a variety of computer software to compose and prepare correspondence, reports, presentations, web content and other materials
- Skill in use of the Microsoft Office Suite, Adobe Creative Suite, and web-based content management systems
- Ability to coordinate, anticipate, and resolve workload issues and problems.
- Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- Ability to work effectively as part of a customer service team.
- Ability to establish and maintain effective working relationships within and outside the work group, in a diverse and multicultural setting.
- Ability to take initiative and independently plan, organize, coordinate, make recommendations, exercise sound judgement, and perform work under various situations where numerous and diverse demands are involved.
- Ability to be flexible in response to changing circumstances, work with trust and respect, and ability to address workplace conflict constructively.
- Skill in respectful, tactful, confidential and sensitive interactions with people who are diverse in their cultures, language groups and abilities
- Experience in training and leading volunteers and working in a cross functional team.
- Demonstrate cultural competence, understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

Minimum of one year of sustainability and/or energy conservation experience, managing initiatives, projects, or work involving study, analysis, and/or evaluation leading to the development or improvement of administrative or business policies, procedures, practices or programs, or equivalent. Experience must include a demonstrated ability to work independently as well as collaboratively without daily supervision.



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### EDUCATION/LICENSE OR CERTIFICATE

- Bachelor's degree in environmental studies, sciences, engineering, urban planning and sustainability, energy conservation or a discipline relevant to assigned area; or equivalent combination of related education and related experience. Applicable experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative or business policies, procedures, practices or programs.

Adopted: 06/09/22