Job Title: Sustainability Coordinator

Department: Facilities

Supervisor or Manager: Associate Director of Facilities for Occupational, Environmental Health and Utility Management

Date Created: 4/7/2008  Last Revised: 4/7/2008  FLSA Status: Exempt

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Develop, prioritize and implement sustainability programs/policies that support the College’s mission and strategic plan.
- Provide overall management to identify, evaluate and implement potential projects that promote sustainable practices on campus.
- Use data and statistics to initiate/support sustainable practices on campus.
- Serve as a resource to all departments to foster a culture of sustainability on campus through education and public presentations.
- Serve as liaison to institutions and agencies outside Saint Michael's College.

Essential Duties and Responsibilities:
- Coordinate and provide education/outreach regarding campus-wide sustainability programs/policies.
- Collect and analyze data relevant to objectively measuring sustainability programs status.
- Maintain environmental/energy consumption databases (i.e. natural gas, oil, electricity, water etc.).
- Create and pilot new sustainability program concepts.
- Coordinate public outreach and promote sustainability programs/policies.

Secondary Responsibilities:
- Record electric, water and natural gas readings quarterly.
- Manage day to day operations of recycling program.
- Procure funding through grants, public funds for promotion of sustainability projects.
- Attend meetings with various local/state agencies, peer institutions and other groups to stay abreast of current issues regarding sustainability.
- Coordinate and/or attend educational/informational meetings with students, may require flexing work hours to meet students schedules.

Positions Supervised:
- Recycler (1/2 time position).
- Work Study Students (2).

Major Contacts:
- Students, Staff, Faculty, College/University peers, external organizations, government agencies (local & state).
Demonstrates Excellence:
- Great attention to detail, necessary to compile and analyze large amounts of data/information and make policy/program recommendations based on data/information.
- Ability to interact with diverse clientele (students to Cabinet members), high level of interpersonal skills and ability to communicate effectively both orally and in writing.
- Ability to work independently.
- High level of computer literacy, proficient in Microsoft Word, Excel, and Access databases.
- Ability to exercise diplomacy, good judgment, tact and discretion when dealing with possibly divisive issues.

Education and Work Experience:
- Bachelor’s degree in Environmental Science or similar science/engineering field.
- A combination of pertinent education and 5 years employment in a similar field may be considered.

Analytic Skills:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.
- Measure and interpret various data sources to monitor program/policy success.
- Ability to perform economic analysis of data to determine payback times, life cycle costs etc.

Language and Literacy Skills:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills:

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Licenses, Certifications and Other Requirements:
- Requires a valid driver’s license
- Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

Physical Demands:
- Work is often performed in a typical non-office environment requiring:
  - Standing and/or walking for extended periods of time.
  - Reaching by extending hand(s) or arm(s) in any direction.
  - Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
  - Basic agility for lifting and maneuvering large amounts of weight.
  - Communication skills using the written and/or spoken word.
  - Vision sufficient to see objects within normal parameters, peripherally and at a distance.
  - A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl.
Saint Michael’s College
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- Some degree of exposure to physical risk
- While performing the duties of Sustainability Coordinator, the employee is regularly required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Use of personal vehicle on a regular basis.
- Evening training/meetings with night shift employees and students will require flexible hours (i.e. nights and weekends).
- Occasional overnight travel.
- Must submit to a post-offer pre-employment physical.
- Ability to speak/present/train to small (-10) and medium sized groups (30+) and occasionally to large groups (50+).

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.