

## SUSTAINABILITY MANAGER

### **General Definition of Work:**

Performs difficult professional work in the management of County resource sustainability. Manages and coordinates energy management, solid waste, recycling, LEED (Leadership in Energy and Environmental Design) certification, greenhouse gas reduction, and environmental purchasing efforts, and assists with facility environmental and safety compliance for all county facilities. Work is performed under the general supervision of the Infrastructure and Asset Management Director. Supervision is exercised over solid waste and recycling staff.

### **Essential Functions/Typical Tasks:**

**Directs and supervises sustainability initiatives and programs; participates in the development, application, and monitoring of sustainability and use of energy and environmental resources; manages solid waste and recycling functions; prepares presentations and reports; maintains records and files.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Responsible for employment, directing, training, evaluating functions of staff and has substantial influence in employment decisions.
- Coordinates LEED techniques in the construction of new buildings and the retrofit of existing buildings.
- Establishes programs, goals, and objectives; pursues grants and funding to implement sustainability initiatives.
- Coordinates, assists, and tracks conservation efforts.
- Assists with EPA, NCDENR, OSHA, and NFPA compliance.
- Oversees landfill, household waste, and recycling sites and programs.
- Monitors progress in greenhouse gas emission and energy use reduction and other sustainability measures.
- Coordinates community outreach and educational programs and work with citizens to identify and pursue new sustainability incentives, programs, regulations, and policies.
- Works with associations, customers, contractors, and staff in a professional and goal oriented manner.
- Provides training to staff and the public.
- Develops environmentally conscious purchasing initiate; requisitions parts, materials, supplies and equipment.
- Prepares annual budget for division and monitors expenditures.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of sustainability theories and local, national, and global sustainability initiatives and best practices; excellent oral and written communications skills; strong skills and a track record for sustained measurement of program outcomes; general knowledge of EPA, NCDENR, OSHA, and NFPA regulations; knowledge of LEED certification programs; skill in analyzing information, problems, situations and procedures to define problems or objective; ability to identify concerns and formulate logical and objective conclusions and analyze technical content; knowledge and skill in word processing, spreadsheet, calendaring, Microsoft Word, Excel, Outlook, PowerPoint, web authoring tools and database development and/or maintenance; ability to work independently and to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Requires graduation from an appropriately accredited college or university with major course work in business administration, public administration, environmental science, engineering or a related field and extensive related experience. An equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

### **Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.