



Sustainability Program Manager

Bargaining Unit: Non-Bargaining

ALACHUA COUNTY
Established Date: Nov 25, 2008
Revision Date: February 9, 2015

Class Code: 1472

SALARY RANGE

\$24.58 - \$39.38 Hourly
\$1,966.67 - \$3,150.49 Biweekly
\$51,133.47 - \$81,912.69 Annually

CLASS CONCEPT:

This is responsible, professional and administrative work managing Alachua County's Sustainability and associated programs to ensure that initiatives, implementation and activities are well coordinated, executed, and aligned with the Board of County Commissioners vision and policies and are in accordance with the County Manager's directives.

An employee assigned to this classification is responsible for Sustainability Program oversight with special emphasis on waste management, water conservation and energy conservation program activities. This employee will work towards creating a culture of sustainability awareness in the workforce through interdepartmental relationships, partnerships and joint investment opportunities to ensure county-wide efficiencies and compliance with County standards.

Work is performed under the direction of a department director but also works closely with the County Manager and is reviewed through conferences, reports, and observation of results obtained.

EXAMPLES OF DUTIES:

Identifies, reviews and assesses the County's current sustainability services and programs within County divisions through evaluation and utilization of programs for best practices; evaluates duplications and/or overlapping programs within divisions; assesses current sustainability goals and strategies to bring greater coordination of services countywide.

Ensures that efforts for both external (community-oriented) and internal (County oriented) initiatives are focused in scope, well-coordinated and executed, and aligned with BoCC vision and policies for energy, renewable energy, water and waste.

Develops and administers County-Wide sustainability initiatives, energy conservation and climate protection program development; serves as staff liaison to citizen advisory committees on matters of sustainability; works collaboratively with departmental staff on green initiatives and provides support as requested.

Initiates, directs, assists and participates in communicating, coordinating and cooperating with County departments and/or divisions and the community for the purpose of representing the Sustainability Program.

May supervise, train and evaluate staff and interns engaged in related activities and functions.

Serves as team leader in working with County staff to develop sustainability initiatives and assessment of cost effectiveness, technical feasibility and implementation methods.

Provides sustainability guidance and direction to department and/or division heads in the planning, development, promotion, and delivery of services to the community.

Directs and/or conducts investigations and site inspections to determine environmental quality impacts of operations and activities.

Monitors and/or conducts regular “walk-through” audits of all the County’s facilities to ensure operating efficiency, optimum environment and compliance with County standards.

Ensures that all sustainability program services, projects and operations are carried out in compliance with applicable federal, state and local laws and regulations.

Provides vision and leadership in the implementation of a sustainability plan for the County; provides professional and technical assistance to other County departments and outside agencies in the development of policy and initiatives to encourage new sustainability proposals.

Represents the County’s Sustainability Program at meetings with elected officials and appointed officials, representatives of other governmental agencies and the general public.

Coordinates with local, private and public agencies to deploy energy conservation measures and awareness; outreach and education for County employees and citizens; economic outreach and deployment of green businesses, alternative energy deployment and “waste to wealth” initiatives.

Promotes energy conservation through positive feedback to all levels of the County and involves all personnel and citizens in the success of the program.

Utilizes media opportunities to promote successes of the County’s energy management program and the needs for energy conservation.

Provides direction and assistance to the Facilities Management Department with energy usage analysis and energy conservation measures.

Works closely with County Manager, Leadership Team and other groups to research, set and achieve sustainability goals.

Participates in strategic discussions; provides recommendations for policy development; assists in implementing critical policies related to long term sustainability.

Develops and implements strategies related to community sustainability issues such as climate change (mitigation and adaptation), local food supply, energy security, and sustainable economic development.

Manages budget and accounting funds associated with sustainability projects and programs.

Directs the preparation of short term and long range plans and the Sustainability Program annual budget based on overall County goals and growth objectives.

Establishes and maintains tracking methods for sustainability goals and best management practices; analyzes and measures success and cost-effectiveness of programs; develops action plans to address areas not meeting expectations; develops a performance matrix to find organizational cost savings in excess of the cost of the position's budget.

Prepares and reviews reports regularly and maintains updated and accurate records of program activity to ensure progress is being accomplished toward sustainability goals and objectives; responsible for reporting/verifying cost savings to county-wide functions and activities.

Reports regularly to the assigned administrator as to the status of the County's energy consumption and conservation.

Performs complex forecasting and cost/benefit analysis recommendations to enable executive county leadership to make informed decisions that focus on optimizing fiscal and environmental impacts of sustainable and environmental restoration program initiatives.

Modifies and/or changes program methodology as required to redirect activities and to attain program objectives.

Works with federal, state, and city partners to develop and promote legislative measures to support and enhance sustainability practices, which may include the acquisition of funding for demonstration projects within the County.

Responds to inquiries and/or complaints regarding the operation of the program.

Ensures efficient and effective daily operations of the Sustainability Program; ensure all sustainability measures are evaluated for cost effectiveness.

Performs related work as required.

NOTE: These examples are intended only as illustrations of the various kinds of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of current practices and principles of energy conservation/ efficiency, waste management and water conservation, sustainable living and/ or related “green” practices.

Thorough knowledge of sustainable theories, business practices and global initiatives.

Thorough knowledge of conservation methods, practices and techniques.

Knowledge of federal, state and local legislative processes.

Knowledge of community weatherization, energy efficiency and alternative energy finance mechanisms such as but not limited to Property Assessed Clean Energy Finance programs.

Knowledge of carbon emission calculations and Renewable Energy Credits.

Knowledge and experience in team building and community collaboration.

Ability to comply with applicable federal, state and local laws and regulations.

Ability to review, evaluate, modify and improve existing sustainability methods and practices and explore new and emerging sustainability technology and practices.

Ability to develop and implement operating policies and procedures.

Ability to adhere to budgetary constraints associated with sustainability projects and programs.

Ability to recruit, supervise, train and evaluate staff and interns for all related activities and functions.

Ability to analyze programs, motivate employees and develop methods to achieve goals.

Ability to establish and maintain a good working relationship with the public, contractors local business owners and Constitutional Officers.

Ability to attain proficiency in the operation of computer hardware, software and related programs.

Ability to communicate effectively, both orally and in writing and to prepare and organize written reports.

Ability to generate necessary paperwork in accordance with state and local ordinances.

Ability to plan and organize work and manage time.

PHYSICAL DEMANDS: 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to the risk of electrical shock. The employee frequently works in high, precarious places. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles and vibration. Indoor and outdoor work is required.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Environmental Sciences, Engineering, Business Administration, Architecture or related program area and three years of experience with responsibilities for a specific sustainability program or program area; or any equivalent combination of related training and experience. Demonstrated ability to develop, plan, implement and evaluate complex collaborative projects. One or more related certification preferred. Valid Florida driver's license required. Successful completion of a criminal history background investigation is required prior to employment. Applicants within six months of meeting the education/experience requirement may be considered for trainee status.

SUPPLEMENTAL INFORMATION:

One or more desired certifications include: Energy Manager in Training (EMIT); Certified Energy Manager (CEM), Leadership in Energy and Environmental Design (LEED), Certification by the U.S. Green Building Council (USGBC), Florida Solar Energy Center (FSEC) and/or Florida Green Building Coalition (FGBC).

This position requires commitment to irregular hours: may be required to work weeknights, weekends and/or holidays.