



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

UTILITY AND SUSTAINABILITY SPECIALIST

A Classified Position

[Grade 21 – Salary Schedule 60](#)

A. General Statement

Under the direction of the Energy and Sustainability Manager, the Utility and Sustainability Specialist performs support functions for Districtwide conservation and sustainability initiatives. Public contact is extensive, and involves College and District staff, students and administration. The Utility and Sustainability Specialist will also participate in the Districtwide Sustainability committee and act as a liaison for the Facilities team with various community stakeholders. A moderate degree of independent judgement and creativity is required to resolve many minor and occasional major problems that arise. The Utility and Sustainability Specialist can train and lead the work of interns, student assistants, and other staff as assigned. A successful candidate will have a proven track record in sustainability program and project management, a propensity for effective team work and exceptional capacity to work with limited supervision on high visibility projects and efforts.

B. Duties & Responsibilities

- 1) Provides technical support for activities and projects related to resource conservation and sustainability initiatives.
- 2) Initiates, communicates and tracks a wide range of sustainability efforts in coordination with strategic objectives
- 3) Effectively communicates technical terms and complex programs in simple terms through various media
- 4) Generates reports, articles, presentations and other education and outreach materials
- 5) Conducts data analysis and thorough research to support sustainability initiatives
- 6) Regularly updates and maintains planning documents and program accomplishments
- 7) Develops transition plans and creates replicable systems across the District and to serve the wider Community College System
- 8) Assists in identifying energy, water and solid waste conservation opportunities and implementing appropriate projects
- 9) Supports Facilities Planning Maintenance and Operations' commitment to continuous improvement, efficiency and providing premier learning environments
- 10) Performs other related duties as assigned

C. Requirements

1. Graduation from high school and college courses in environmental studies, engineering, business administration, or a closely related field

2. Minimum of one year of sustainability project/program management experience
3. Experience with extensive public contact with people of diverse cultures, language groups and abilities
4. Experience in a matrix environment including exposure to complex office procedures
5. Experience collaborating with others, including students
6. Experience with the use of a variety of computer software to compose and prepare correspondence, reports, presentations, web content and other materials
7. Experience with research and compiling data, formatting, and preparing statistical, financial and other reports
8. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
9. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

D. Preferred Qualifications

Bachelor's degree is preferred

E. Physical/Other Requirements

This classification requires data comparison and interpretation; contact in close proximity with individuals and groups; work under deadline pressure; multi-tasking; attention to detail; manual dexterity; pulling, pushing, reaching; moving items of light to moderate weight; listening/comprehension of a variety of directional formats; flexibility, and adaptability in order to perform the essential functions.

F. Knowledge, Skills & Abilities

1. Knowledge of energy, water, waste and other utility efficiency procedures
2. Skill in multi-tasking and workload prioritizing under deadline pressure, using independent judgment for decision-making
3. Skill in use of the Microsoft Office Suite, Adobe Creative Suite, and web-based content management systems
4. Skill in respectful, tactful, confidential and sensitive interaction with people who are diverse in their cultures, language groups and abilities
5. Skill in project and program management
6. Skill in oral communication, including public speaking to a variety of audiences
7. Skill in written and graphical communication and in multiple media formats
8. Skill in training and leading volunteers and junior level staff
9. Skill in organizing data, setting up, tracking and maintaining data in electronic files
10. Ability to coordinate, anticipate, and resolve workload issues and problems
11. Ability to work effectively as part of a customer service team