



JULY 2016
FLSA: NON-EXEMPT

SUSTAINABILITY SPECIALIST

DEFINITION

Under direction, performs moderately difficult professional, technical or administrative field and office work in the planning, construction, or implementation of special programs for environmental control and compliance; works with the public and consultants to provide professional direction and information on specific programs and projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. May provide technical and functional direction to temporary staff.

CLASS CHARACTERISTICS

This is the journey-level class in the Sustainability Specialist classification series, responsible for performing the full range of environmental and sustainability program duties. Responsibilities include supporting and managing basic to moderately complex projects and programs related to environmental compliance and sustainability, including community outreach, compiling data and reports, conducting inspections for qualification of certain programs and benefits, monitoring budgets, and collaborating with other City personnel and external contractors and consultants. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Sustainability Specialist in that the latter leads, trains, and oversees the work of assigned staff, and performs the more complex and difficult work in the Sustainability Specialist series.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares designs, specifications, plans, estimates, reports, and proposals for projects of moderate complexity.
- Develops design and operational procedures for environmental programs that meet requirements of various regulatory agencies having jurisdiction.
- Implements, updates, and participates in the City's programs and projects related to water and energy conservation, recycling, waste reduction, stormwater pollution prevention, climate protection, heritage tree management, habitat enhancement, transportation, and related environmental areas and programs.
- Reviews and provides input on environmental documents and studies within areas of technical knowledge.
- Provides technical assistance to City staff during project design and implementation to avoid or mitigate adverse environmental effects and ensure compliance with environmental laws and regulations.

- Develops public outreach, education campaigns and cost estimates for City environmental projects and programs.
- Researches, applies for, and assists in the administration of grants and public-private partnerships.
- Assists in the selection of consultants and managing of work plans, schedules, receivables, progress payments and work of consultants.
- Analyzes regulations and programs on environmental matters and provides recommendations to Department management.
- Reviews and ensures compliance with environmental mitigation by monitoring conditions placed on projects.
- Conducts research and collects and analyzes environmental performance measure data.
- Assists in preparation and monitoring of budgets for assigned program areas.
- Attends City Council, Environmental Quality Commission, community groups and other meetings as required; may assist in setting agendas, presenting updates and recording minutes.
- Markets and explains environmental programs to the community, schools, and other organizations.
- Assists in developing and analyzing surveys, and cost benefit analyses; performs research and basic statistical analysis.
- Develops, designs and distributes notices, flyers, web content, brochures, newsletters, media releases, news articles, forms, spreadsheets, worksheets and other informational materials about programs and services for approval by Sustainability Manager; develops and updates guidelines or protocols related to environmental programs.
- Investigates and follows up on public requests for service, complaints and requests for information.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles and practices of program development, implementation, review and evaluation.
- Primary Federal, State and local laws, codes, and regulations and administrative and departmental policies, including the California Environmental Quality Act (CEQA) and other regulations and laws related to environmental issues, quality and conservation.
- Basic principles and practices of budget monitoring and management.
- Current trends and developments, including regarding climate protection, energy and water conservation, stormwater pollution prevention, and recycling and waste reduction.
- Practices of researching environmental issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.
- Principles and procedures of record-keeping, report writing, and preparation of correspondence and presentations.
- Modern office practices and methods, including computer equipment and software programs relevant to the work performed.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to

- Perform a wide variety of analytical duties and tasks in the development, maintenance, and review of environmental programs and projects.

- Understand, interpret, and successfully communicate pertinent environmental policies and procedures.
- Monitor program and project budgets.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, the media and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.
- Prepare clear and concise reports, correspondence and other written materials.
- Organize and prioritize basic and/or small projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs relevant to the work performed.
- Establish and maintain a variety of filing, record-keeping and tracking systems.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be

- Equivalent to graduation from an accredited four-year college or university with major coursework in environmental science, resource conservation, geography, biology, civil engineering or a related field.
- Two (2) years of experience providing professional support to environmental programs.

LICENSES AND CERTIFICATIONS

Possession of, or ability to obtain, a valid California class C driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.