



JULY 2016
FLSA: NON-EXEMPT

SENIOR SUSTAINABILITY SPECIALIST

DEFINITION

Under direction, leads, trains, oversees, and participates in the more complex and difficult professional and technical work in the planning, construction or implementation of environmental programs, including water and energy conservation, recycling, waste reduction, stormwater pollution prevention, climate protection, heritage tree management, habitat enhancement, transportation, and related environmental areas for environmental control, quality and compliance; works with the public and consultants to provide professional direction and information on specific programs and projects; provides technical and specialized assistance to management; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises lead direction over lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Sustainability Specialist classification series, providing lead direction and training to staff, and performing the most complex environmental program and project duties. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned section. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Sustainability Specialist in that the senior level leads, trains, and oversees assigned work and performs the more complex and difficult work in the series. This class is distinguished from the Sustainability Manager in that the latter has oversight of the entire Sustainability program and operations, and responsibility for organizing, assigning, supervising, and reviewing the work of assigned staff involved in environmental programs and services.

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.

- Provides technical and functional direction to lower-level and/or temporary staff assigned to design, plan, develop, implement and review environmental programs; reviews and controls quality of work; assists in completing employee evaluations; participates in performing basic to complex project and program management.
- Implements, updates, and participates in multiple 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; ensures program compliance with current regulations, requirements and objectives; provides residents with most current program information.

- Manages entire program development process, including developing Requests for Proposals (RFPs), overseeing consultants, managing budget, and making adjustments to programs as necessary.
- Prepares designs, specifications, plans, estimates, reports, and proposals for moderate to complex projects.
- Develops design and operational procedures for environmental programs that meet requirements of various regulatory agencies having jurisdiction.
- 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, monitors and ensures compliance with environmental mitigation and monitoring conditions placed on projects.
- Conducts research and collects and analyzes environmental performance measure data.
- Prepares, monitors, and provides oversight of budgets for assigned program and project areas.
- Serves as a liaison for the department to other City departments, divisions, the Environmental Quality Commission, the public, and outside agencies regarding environmental issues and policies; develops and conducts training on environmental topics for environmental and City staff; may participate in the development, planning, and creation of materials for public education, information, and outreach programs regarding environmental sustainability.
- Investigates and responds to inquiries and requests for information from City staff, residents, the community and general public, and other agencies regarding the City's environmental programs, policies and regulations.
- Presents information, updates, and staff reports to City Council, Commissions, committees, community groups, the general public and others.
- Assists in developing and analyzing surveys, cost benefit analysis, and 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.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles of lead supervision and training.
- Principles and practices of program development, implementation, review and evaluation.
- Principles and practices of project management.

- 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.
- Principles and practices of budget monitoring and management.
- Current trends and developments, including 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.
- Effectively representing the City in contracts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Principles and procedures of record-keeping, technical 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

- Assist in developing and implementing goals, objectives, practices, policies and procedures.
- Plan, schedule, assign, and oversee activities of sustainability personnel; review and assist in evaluation of the work of lower-level staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- 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.
- Manage and 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 City Council, 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 a variety of 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 work performed.
- Establish and maintain environmental program performance measure data.
- 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.
- Four (4) years of increasingly responsible environmental program/project management experience.

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.