



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Sustainability Program Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Board Commission	03/24/2021 04/02/2021	SALARY GRADE:	Schedule: 54 Range: 64

BASIC FUNCTION:

Supervise, plan, organize and direct operations involved in the sustainability activities District-wide; coordinate and oversee staff, parent, community and student groups; facilitate communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development and implementation of the District's Sustainability Program: green buildings and schoolyards, transportation, water, energy, waste, food, schoolyards, eco-literacy and nature-based, education-related components; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, coordinate, establish and oversee groups at the school sites, including student green teams, parent green teams and teacher leaders
- Work with department managers, supervisors, principals and other staff to coordinate sustainability activities throughout the district
- Train and evaluate the performance of assigned staff, interns and fellows; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures
- Prepare and distribute a variety of correspondence in the coordination of sustainability activities; assist with the preparation of contract specifications as requested; review, interpret and recommend changes to project plans, blueprints and specifications
- Monitor and assure adequate levels of waste bins and other sustainability supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices
- Attend and conduct a variety of meetings as assigned
- Provide leadership in developing, implementing and training staff on green and sustainable practices, including Bay-Friendly methods

- Coordinate districtwide communications about the Alameda Safe Routes to School Program
- Coordinate the dissemination of transit affordability programs for students such as the Student Transit Pass Program (<https://www.alamedactc.org/programs-projects/studentpass/>)
- Plan and coordinate district-wide sustainability competitions throughout the year. This includes zero waste, energy conservation, water conservation, earth week, etc.
- Monitor progress of the District's goals towards sustainability
- Monitor progress of sustainability projects; inspect completed projects for accuracy, completeness and compliance with established practices and specifications
- Participate in the development and implementation of sustainability projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications
- Serve as a technical resource to personnel concerning a variety of sustainability practices, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures
- Present to the Board, site staff, parent groups and other stakeholder groups on sustainability plans and accomplishments
- Prepare and maintain a variety of reports, records and files related to projects, financial activity, inventory, inspections and assigned duties
- Communicate with outside agencies and organizations, inspectors, architects, and the public to exchange information, coordinate activities and resolve issues or concerns
- Provide leadership in the development and implementation of sustainability standards, including emerging knowledge, technology, skills, standards and best practices and providing training to staff

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of sustainability personnel
Sustainability procedures including all eight sectors
Methods and materials used in waste, water, energy and other resource reduction and conservation
Applicable codes, ordinances, requirements, regulations and safety precautions
Inventory practices and procedures
Health and safety regulations
Record-keeping and report preparation techniques
Policies and objectives of assigned programs and activities
Oral and written communication skills
Principles and practices of supervision and training
Interpersonal skills using tact, patience and courtesy
Operation of a computer and assigned software

ABILITY TO:

Design, develop and deliver competitions and training programs
Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities
Plan, develop and implement sustainability projects
Inspect projects for accuracy, completeness and compliance with established specifications
Organize work, set priorities, establish goals and objectives
Communicate effectively both orally and in writing
Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned office equipment
Meet schedules and timelines
Work independently with little direction
Plan and organize work
Prepare records and reports related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree with major coursework in environmental science, renewable energy, horticulture or a closely related field, or three years of progressively responsible experience in developing, coordinating, implementing and evaluating sustainability programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Seasonal heat and cold or adverse weather conditions
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate tools and equipment computer keyboard
Seeing to inspect projects and read a variety of materials
Perform work that involves lifting, carrying, pushing or pulling objects
Sitting or standing for extended periods

HAZARDS:

Exposure to seasonal heat and cold or adverse weather conditions