

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Manager, Environmental Sustainability	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1906	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Maintenance	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Chief Accountability Officer and Assistant Superintendent of Capital Asset Management Services	<b>HR APPROVAL:</b>	05-07-13

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**BASIC FUNCTION:**

Plan, organize, and implement practices to transform educational facilities by incorporating healthy, environmentally friendly, and energy efficient components; promote opportunities and support to all aspects of sustainable development and environmental improvements. Work across the district departments and school sites to engage all stakeholders.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Address the unique nature of the design and construction of K-12 schools, such as classroom acoustics, master planning, mold prevention, and environmental site assessment; incorporate the ongoing use of natural, non-toxic cleaning supplies. **E**

Identify opportunities for ecological sustainability and environmental improvements for the district's Bond Funded capital improvement projects; raise awareness of the potential impact of the emerging sustainable development imperatives, whether from emerging legislation or best practices in social responsibility. **E**

Support green building design standards, including introducing standards and resources to project teams, reviewing energy models, facilitating the integrated design, and life-cycle costing processes and results. **E**

Assist with the development and delivery of Bond Funded Projects to create sustainable green building design, construction, operations, products, components, and educational materials to help achieve net-zero energy consumption, resulting in no additional electricity costs. **E**

Create a "green" learning environment through the use of cutting-edge solar energy technology, energy efficient lighting, daylighting strategies, efficient HVAC systems, rapidly renewable wall and flooring systems, paints with no or low volatile organic compound (VOC), insulation with high R-Value, highly efficiency doors and windows, drought-tolerant native landscaping, motion detectors and lighting controls, the use of recycled materials, and connecting to the energy management systems. **E**

Provide recommendations to improve energy management systems, including lighting and air-conditioning retrofits, programming and staggering the start-up of heavy machinery, and smart irrigation procedures; work with other department administrators to improve energy management systems through benchmarking, collecting and assessing data, and evaluating energy and water cost savings programs; develop valid comparisons of similar sites. **E**

Plan for the integration of new Green Building Code (CALGreen) requirements and voluntary measures to new and existing Bond Funded construction; ensure compliance with construction waste diversion, water efficiency and

conservation, light pollution reduction, energy efficiency, environmental quality and pollutant control, and grading and paving to keep surface water from entering buildings. **E**

Communicate sustainability efforts through website, newsletter, Bond Oversight Committee, and media outlets; continued development of District Sustainability Report with input from a variety of stakeholders. **E**

Promote green school goals to measure and reduce the district's ecological footprint, while making the school environment healthier for students and staff. **E**

Encourage and support a garden in every school to enhance academic achievement, a healthy lifestyle, environmental stewardship, and community and social development; promote the importance of farm-to-school organic produce. **E**

Assist in bringing environmental learning to district classrooms to educate students, faculty, and the community on green technology. **E**

Engage students, teachers, school administrators and parents in environmental practices and behavior change; support schools with curriculum, activities, and programs that expand opportunities for our students. **E**

Ensure contract language reflects expectations for certifications, tax credits, and sustainability; strive to incorporate extended warranties, guaranteed savings or renewable energy output, and maintenance and operations components into contracts; ensure compliance with all applicable laws in construction contracts. **E**

Develop student audits, recruit schools, support teachers and create an engaging program for the student developed presentations for Project Green. **E**

Identify funding options and resources for sustainable construction and modernization, renewable energy projects, and energy and water conservation projects. **E**

Provide management oversight of Bond Funded projects including, but not limited to, Project Green Implementation, deferred maintenance, multi-craft work orders, preventative maintenance, and priority projects as assigned. **E**

Support other directors in providing operational assistance and leadership to trade supervisors, focusing on building managerial capacity. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Develop and implement long and short-term plans; direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation of the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, vendors, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned. **E**

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree (Master's Degree preferred) in organizational sustainability, environmental science, sustainable building, architecture, mechanical or electrical engineering, energy or facilities management, or related field, and four years of experience in energy management, ecological sustainability, or engineering.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Accreditation in one or more of the following or be able to achieve certification within 90 days of employment: Certified Green Building Engineer (GBE), Leadership in Energy and Environmental Design Accredited Professional (LEED AP), Certified Energy Manager (CEM), Certified Business Energy Professional (BEP), or equivalent professional designation.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Accepted energy and environmental principles, established practices, and emerging concepts.  
Green technology and building construction, mechanical systems, energy, lighting, and sustainability programs.  
Funding opportunities for sustainability initiatives.  
Sustainability and the ecological impacts of building design and construction.  
Building and grounds automation systems.  
LEED, CHPS, and other Green building rating systems.  
Budget preparation and control.  
Applicable laws, codes, regulations, policies, and procedures.  
District organization, operations, and objectives.  
Interpersonal skills using tact, patience, and courtesy.  
Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Transform educational facilities by incorporating healthy, environmentally friendly, and energy efficient components.  
Manage projects and staff, and promote energy efficiency and sustainability.  
Gather, interpret, and analyze statistical data.  
Work collaboratively, think analytically and creatively, and achieve results.  
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively, both orally and in writing.  
Conduct meetings, and make effective presentations.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action.  
Plan and organize work to meet schedules and deadlines.  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; climb stairs or ladders; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE PHYSICAL ABILITIES:**

Reviewing projects during construction; work at heights.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date