



POSITION DESCRIPTION

Department:	Facilities Energy and Sustainability	
Classification Title:	Administrative Analyst/ Specialist – Exempt II	
Working Title:	Sustainability and Waste Specialist	
FLSA Status:	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Exempt
Incumbent:		

PURPOSE:

Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, the Facilities Management and Development department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Under the general direction of the Director of Energy, Utilities and Sustainability, this position will provide administrative and program support to the department and will have a strategic program leadership role in support of a wide range of sustainability and waste reduction initiatives having broad impact, with a goal of institutionalizing sustainability values in student, faculty, and staff experience and campus culture. This position will heavily interface with and provide information to both internal and external constituents.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS

Daily

90%

1. Plan and implement educational outreach and behavioral change initiatives which may involve stakeholder engagement, energy and water conservation programs, recycling and waste reduction programs, sustainability event planning and coordination, support of class projects and club activities and infusion of sustainability into curriculum and academic programs.
2. Develop and implement waste reduction projects: perform waste audits; research new products, equipment, systems, and technologies; read, study, and understand plans and specifications; develop scopes of work for in-house personnel, contractors, and consultants; perform analyses and estimates of potential project material and labor cost, savings, payback, return on investment, and applicable grants and incentives.
3. Establish key sustainability metrics, program objectives, and long terms goals and independently research, develop and implement new sustainability objectives, programs, projects and initiatives to support these goals.

4. Collect, record, analyze and report on data regarding energy, water, resource use and cost for sustainability projects, programs and initiatives in support of daily operations and maintenance, continuous process improvement, utility master planning, utility budgeting, greenhouse gas tracking and reporting, and development and implementation of climate action plans.
5. Assess, formulate, and evaluate the impact of recommended or implemented policies, projects, procedures, and programs from strategic and operational sustainability perspectives.
6. Track and report waste data, maintain accuracy, quality control, documentation for management and reporting purposes and update or improve as needed.
7. Supervise Ameri Corp volunteers, interns, volunteers, and student assistants. Manage student social media interns to grow presence of sustainability on campus.
8. Produce announcements, flyers, posters, presentations, reports, newsletters and press releases to enhance public awareness of campus sustainability initiatives.
9. Maintain, develop, and update content for the campus sustainability websites which may include soliciting information, data, images, and stories from campus constituents.
10. Analyze and produce reports in support of sustainability and energy certification and reporting protocols including USGBC LEED, AASHE STARS, and the Second Nature Climate Commitment.
11. Complete and submit annual required waste reporting such as the California State Agency Waste Management Annual Reports and others to document compliance with State and CSU waste mandates.
12. Document and submit nominations for Sustainability Best Practice Awards for annual Higher Ed Best Practices Competitions and present on related projects and programs when an award is granted.
13. Coordinate and organize staff training within FMD to advance sustainability, such as LEED GA and LEEP AP trainings.
14. Act as EU&S representative to campus committees, actively attend monthly meetings and support action items as needed for campus Sustainability Advisory Committee, Academic Senate Sustainability Committee, and Alternative Transportation Committee, Parking and Transportation Advisory Committee, etc. as requested by Director of EU&S.
15. Manage the University's Sustainability Course Catalog website (suscat.calpoly.edu).
16. Plan, organize, and facilitate annual sustainability charrettes, Earth Week, Sustainability Month involving campus stakeholders to provide feedback and input on how to move university sustainability initiatives forward.
17. Respond to requests for data and information from members of the campus community and external stakeholders.

OTHER JOB FUNCTIONS

As Needed

10%

18. Perform other job-related duties and special projects as assigned.
19. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
20. Represent Facilities at department and committee meetings.
21. Complete service requests and purchase requisitions.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Equivalent to graduation from a four-year college or university. Four years of technical or administrative experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Possession of a valid driver's license or the ability to obtain by date of hire.

REQUIRED QUALIFICATIONS (SKAs):

- Ability to effectively present ideas and concepts in written or presentation form that consider communication style and language appropriate to diverse audience needs and serve as liaison for Facilities in matters relating to sustainability.
- Demonstrated ability to set expectations, provide work direction, and supervise students, volunteers and AmeriCorps volunteer to achieve department goals.
- Thorough knowledge of print/online/electronic communication techniques, vehicles and formats and the ability to effectively use technology to achieve communication goals.
- Knowledge of and ability to apply emerging communication theories, practices, principles, and techniques that might be employed to promote and advance sustainability on campus.
- Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing and a thorough mastery of English grammar, spelling, and punctuation with a demonstrated ability to proofread and edit.
- Demonstrated experience in principles, problems and methods of public and business administration and operational and fiscal management including the ability to understand problems from a broad, interactive, systems-thinking perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- Demonstrated ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions using reasoning and judgment as well as an understanding of the impact on other areas.
- Demonstrated experience in research methods and statistical analysis, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies.
- Demonstrated ability to independently perform detailed work with a high degree of accuracy and efficiency, and exercise sound judgment.
- Ability to perform accurate computations and unit conversions that include knowledge of engineering units related to power, energy, flow, and volume and knowledge of project economics and finance.
- Working knowledge of sustainability certification programs and rating systems related to facilities operations and development including USGBC LEED and AASHE STARS.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Demonstrated ability to use a variety of computer applications including word-processing, spreadsheets, databases, online systems, and internet as well as online calendaring and email.
- Demonstrated ability to maintain a high degree of confidentiality.

- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.
- Demonstrated ability to use tact, diplomacy, and professionalism to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Ability to maintain records, retrieve data, prepare, and present complex reports using computerized record-keeping systems and databases.

PREFERRED QUALIFICATIONS:

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience in using databases, Microsoft Office, Adobe Creative Suite, and electronic workflow.
- Experience in graphic design, photography, web design, social media and desktop publishing.
- Working knowledge of energy and water efficiency and conservation fundamentals.
- Familiarity with Greenhouse Gas inventory and reporting.
- Experience in achieving AASHE STARS certification for a university campus.
- Familiarity with project and program management processes, environmental policies and regulations related to sustainability.
- Working knowledge of sustainability project finance and accounting fundamentals.
- Working knowledge of grant writing.
- United States Green Buildings Council LEED (Leadership in Energy and Environmental Design) Accredited Professional, Green Associate, or similar.
- Strong knowledge of Cal Poly and/or California State University sustainability policies, program, and initiatives.
- Experience in identifying sustainability opportunities and challenges in higher education environment including Facilities, Housing, Associated Students, Procurement and Dining.

SPECIAL CONDITIONS:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to work accurately and efficiently in an area with constant noise and interruptions.
- Ability to climb ladders and stairs; access building roofs, basements, and mechanical/electrical equipment rooms; and work in hot, cold, noisy, and dusty environments.
- Ability to lift and carry up to 30 pounds.
- Ability to work around hazardous materials including asbestos, lead, chemicals, and solvents.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

- Must be able to successfully pass a pre-employment background check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR	TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION	
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title:	Admin Analyst/Spec – Exempt II
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range:	1038_03
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID:	R09
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code:	
<input type="checkbox"/> COI Position		Classifier Initials:	AT
Recruitment Number: _____		Date:	8/16/24