

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* FL-Facilities Management & Admin - 10162

Job Code/Employee Classification:* Administrator II
Job Code: 3312

Classification Title: Administrator II

MPP Job Code: F196

Position Number: Energy and Resiliency Manager
Position no: FL-10006990

CSU Working Title:* Energy & Resiliency Manager

Salary Range/Grade: 3312-RANGE A-Grade-1
Minimum: \$ 4,812.00
Maximum: \$ 15,449.00
Pay Frequency:

Reports to Supervisor: Sarab Singh

Reports To:* AVP, Capital Programs & Facilities Management
Position no: FL-10006465

Campus:* Fullerton

Division:* VP, Administration & Finance

College/Program:* AVP Facilities Management

Department:* Facilities Management & Admin - 10162

FLSA Status: Exempt

Hiring Type: At-will

Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Limited - The person holding this position is considered a limited 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, revised July 21, 2017.

Conflict of Interest:* A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property: No

Authority to commit financial resources: Yes

Access/control over cash cards and expenditure: Yes

Access/possession of master/sub-master keys: Yes


Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	No
Control over Campus business processes:	Yes
Responsibilities requiring license or other:	Yes
Responsibility for use of commercial equipment:	Yes
Is this a Campus Security Authority (CSA):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No
Job Summary/Basic Function:*	<p>Under general supervision of the Associate Vice President of Capital Programs and Facilities Management (CPFM), or their designee, this position is responsible for leadership, innovation, and management necessary to envision, coordinate, and implement comprehensive sustainability and energy programs, including but not limited to renewable energy expansion, utilities (water, electricity, waste, gas) metering and charge-back program, and Waste/Recycling Programs. The CPFM Energy & Resiliency Manager analyzes CPFM operations, practices and procedures and leads initiatives for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs. Incumbent serves as a project manager for sustainability and utility projects and works closely with the Office of Planning, Design and Construction to review projects and ensure sustainable practices are included in scopes of work. Incumbent works collaboratively with Project Managers and assists in actively managing building projects towards sustainable and green solutions from concept through building operation to ensure sustainability targets are achieved.</p> <p>The CPFM Energy & Resiliency Manager fosters cooperative working relationships among campus departments, and represents CPFM sustainability across the campus and in CSU groups and network conferences. Incumbent to have a strong knowledge of operations, methodologies, practices, and procedures associated with sustainability in higher education and concepts of sustainability, awareness of the central issues and controversies in the discourse on sustainable development, and has technical knowledge of sustainable practices in the areas of energy, water, waste streams, or operations. The CPFM Energy & Resiliency Manager is collaborative and inclusive of others' ideas, thoughts, and recommendations, and has leadership skills and ability to listen perceptively, convey awareness, interpret feedback, and synthesize information. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, and productive environment. Other duties as assigned.</p>
Minimum Qualifications:*	<p>Bachelor's degree from an accredited college or university in Business Administration, Sustainable Development, Environmental Sciences, Environmental Studies, Environmental/Energy Engineering, and Ecology or related field AND five (5) to seven (7) years of experience working in the field of sustainability, carbon management or energy efficiency, which may include a combination of: Greenhouse Gas Emissions Inventorying, Construction Benefit Analysis, Energy Audits and Analysis, Environmental Planning, Sustainability Program Development and Management, Alternative Transportation Initiatives, Etc.</p> <p>Knowledge of methodologies, practices, and procedures associated with sustainability in higher education and general concepts of sustainability, awareness of the central issues and controversies in the discourse on sustainable development.</p> <p>Knowledge of environmental and economic analysis, including the ability to perform cost benefit analysis. Technical knowledge of sustainable practices in the areas of energy, water, waste streams, or operations.</p> <p>Working knowledge of the principles of planning, management, and direction of a program. Working knowledge of the principals of administrative, personnel, and fiscal management.</p>
Required Qualifications:	<p>Bachelor's degree from an accredited college or university in Business Administration, Sustainable Development, Environmental Sciences, Environmental Studies, Environmental/Energy Engineering, and Ecology or related field AND five (5) to seven (7) years of experience working in the field of sustainability, carbon management or energy efficiency, which may include a combination of: Greenhouse Gas Emissions Inventorying, Construction Benefit Analysis, Energy Audits and Analysis, Environmental Planning, Sustainability Program Development and Management, Alternative Transportation Initiatives, Etc.</p> <p>Knowledge of methodologies, practices, and procedures associated with sustainability in higher education and general concepts of sustainability, awareness of the central issues and controversies in the discourse on sustainable development.</p> <p>Knowledge of environmental and economic analysis, including the ability to perform cost benefit analysis. Technical knowledge of sustainable practices in the areas of energy, water, waste streams, or operations.</p> <p>Working knowledge of the principles of planning, management, and direction of a program. Working knowledge of the principals of administrative, personnel, and fiscal management.</p>
Preferred Qualifications:	<ul style="list-style-type: none"> - Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude. - Certified Energy Management credential. - LEED Green Associate. - Master's Degree in Business Administration, Sustainable Development, Environmental Sciences, Environmental Studies, Environmental/Energy Engineering, and Ecology.
Special Conditions:	Live Scan required for this position.
License / Certification:	Valid California Driver's License.
Supervises Employees:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
If position supervises other employees; list position titles:	Administrative Analyst Exempt III, Energy and Utilities Analyst Administrative Analyst Exempt I, Waste Management Analyst Laborer, Waste Management

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50%	<p>Project Management</p> <ul style="list-style-type: none"> -Promotes sustainability initiatives with the goal of progressing toward refining and implementing sustainability aspects identified in the Campus Master Plan. -Directly develops, implements, and manages CPFM sustainability related projects and initiatives in the areas of energy and buildings, environmental quality, organics, waste and recycling, and water; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs. -Assists in the assembly of bid packages, writing requests for proposals (RFPs), and developing request for qualifications (RFQs) to execute projects on campus that support sustainability initiatives. Review bid packages and RFPs for projects on campus to ensure sustainability initiatives are considered in all projects and procurements. -Works closely with the Office of Planning, Design and Construction to review minor capital projects and ensure sustainable practices are included in scopes of work. Works closely with Project Managers and assists in actively managing green building projects from concept design through construction completion to ensure sustainability targets are achieved. 	Essential
15%	<p>Program Administration</p> <ul style="list-style-type: none"> -Develops existing and initiates new programs to establish and strengthen sustainability principles and practices within CPFM operations. -Oversees the daily operation of energy, utilities, and waste management for campus and provides support and subject-matter expertise to professional staff, student employees, volunteers, and/or consultants on programs and projects. -Analyzes CPFM operations, practices and procedures and leads initiatives for organizational, operational, policy, and procedural improvements. -Provides updates and presentations promoting CPFM sustainability programs and efforts to a variety of stakeholders, including students, faculty, staff, legislative representatives, and community groups. -Manages and leads the campus Waste and Recycling Program. Coordinates with the recycling contractor to make necessary adjustments to the program with the goal to reduce downstream collection. 	Essential
10%	<p>Program Evaluation, Reporting and Research</p> <ul style="list-style-type: none"> -Monitors and assesses the progress and effectiveness of sustainability initiatives, projects, and endeavors against goals and objects, and convenes CPFM to meet the goals and objectives and Campus Master Plan. -Establishes goals and metrics to measure program performance, documents performance trends, and recommends and/or implements modifications and supplemental studies or initiatives to improve program effectiveness. Annually tracks and reports sustainability metrics. -Manages the department's compliance with CSU Sustainability Policy, including providing data for annual reporting, planning updates and related coordination responsibilities associated with role of campus sustainability officer and energy manager. -Researches and maintains working knowledge of best practices at peer institutions across the state and nation with regards to sustainability, energy, and resilience. 	Essential
10%	<p>Utility Consumption and Efficient Program Oversight</p> <ul style="list-style-type: none"> -Provides oversight for the campus energy information system including collecting reports and coordinating database maintenance with database system. -Oversees and refines campus utilities chargeback process. -Develops and oversees the implementation of utility efficiency initiatives to move the campus toward their aggressive sustainability goals. -Establishes and maintains campus data collection to complete and submit annual air quality, waste, and other natural resource reports as appropriate. 	Essential
10%	<p>Supervision and Staff Development</p> <ul style="list-style-type: none"> -Provides leadership direction to assigned staff and student employees following federal, state, CSU, and campus laws, policies, procedures, and collective bargaining unit agreements. -Develops programs and experiences designed to build morale and create a sense of team. Develops short-term and long-term goals for the staff, and appropriate and timely improvement plans with staff and managers. -Provides input on and performs performance evaluations. -Promotes and encourages an attitude of exemplary customer service and high integrity. 	Essential
5%	<p>Other Duties as Assigned</p>	Essential

SELECTION CRITERIA

 There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions**

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally - Essential
Climbing:	Never
Concentrating:	Frequently - Essential
Crawling:	Never
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally - Essential
Lifting or Carrying up to 25 lbs.:	Occasionally - Essential
Lifting or Carrying up to 50 lbs.:	Occasionally - Essential
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Occasionally - Essential
Pushing or Pulling:	Occasionally - Essential
Reaching Overhead:	Occasionally - Essential
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Frequently - Essential
Standing:	Frequently - Essential
Stooping Kneeling or Squatting:	Never
Walking:	Frequently - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1
Description: Drives cars, electric carts, etc.

Other Physical and Mental Req No.1 Frequency: Occassionally - Essential

Other Physical & Mental Requirement No. 2
Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3
Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Occasionally - Essential
Excessive Noise:	Occasionally
Hazards:	Occasionally
Outdoor:	Occasionally - Essential
Elevated Work:	Never

Extreme Temperature (hot or cold): Occasionally - Essential
Indoor (Typical office environment): Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description: Dirt and Dust
Other Environmental Req No.1 Frequency: Occasionally - Essential
Other Environmental Requirement No. 2 Description:
Other Environmental Req No.2 Frequency:
Other Environmental Requirement No. 3 Description:
Other Environmental Req No.3 Frequency:
Other Environmental Requirements:

POSTING DETAILS

Advertising Summary: Under general supervision of the Associate Vice President of Capital Programs and Facilities Management (CPFM), or their designee, this position is responsible for leadership, innovation, and management necessary to envision, coordinate, and implement comprehensive sustainability and energy programs, including but not limited to renewable energy expansion, utilities (water, electricity, waste, gas) metering and charge-back program, and Waste/Recycling Programs. The CPFM Energy & Resiliency Manager analyzes CPFM operations, practices and procedures and leads initiatives for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs. Incumbent serves as a project manager for sustainability and utility projects and works closely with the Office of Planning, Design and Construction to review projects and ensure sustainable practices are included in scopes of work. Incumbent works collaboratively with Project Managers and assists in actively managing building projects towards sustainable and green solutions from concept through building operation to ensure sustainability targets are achieved.

Advertisement text:

USERS AND APPROVALS

Justification for Position: This new position is essential for managing comprehensive sustainability and energy programs, including but not limited to renewable energy expansion, utilities (water, electricity, waste, gas) metering and charge-back programs, and Waste/Recycling Programs.

Hiring Administrator:* Deborah Enriquez
Email address: deenriquez@fullerton.edu

Approval process:* FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Madison Grater ✓ Approved Jul 25, 2024
2. HR Classifier:	Jaime Yarnell ✓ Approved Jul 29, 2024
3. Appropriate Administrator/Dean:	Sarab Singh ✓ Approved Aug 1, 2024
4. Position Management:	FL-HRDI PM ✓ Approved Aug 1, 2024

HR/Faculty Affairs Representative:* FL-HRDI Classifier
Email address: hrrecruitment@fullerton.edu