

Title: Sustainability Coordinator
Job Code: 8024
Pay Range: 323
FLSA Status: Exempt - Administrative

Employee Group: MERC Non-represented
Established:
Revised: February 13, 2015
EEO Category: Professionals

CLASSIFICATION DESCRIPTION

Develop, coordinate and implement the sustainability program for the Oregon Convention Center (OCC) working independently and in a team environment. Work with management and staff at OCC and agency-wide to develop and implement sustainability goals; perform a variety of complex technical research and analysis; make program recommendations; oversee marketing, training and communication efforts; and liaise with contractors, visitors and outside agencies.

DUTIES AND RESPONSIBILITIES

1. Develops, organizes and implements plans for reaching sustainability goals and objectives that fit with the business model and strategic objectives of the OCC, MERC and Metro.
2. Provides organizational support and leadership to achieve and maintain LEED, APEX/ASTM, and Salmon Safe venue certifications. Manages project logistics and timelines with management, staff and contractors to ensure completion; liaise with Energy Trust of Oregon; provides technical support; tracks data and prepares reports; and applies best management practices to ensure compliance.
3. Coordinates and oversees on-site recycling, composting and other green practices.
4. Participates in sustainability-focused policy formulation; drafts and prepares recommendations and develops systems for implementation, including communication and training to management, staff and contractors.
5. Liaise with agency management, staff, and contractors and outside agencies coordinating efforts towards implementation and completion of work plans and goals.
6. Plans, organizes and coordinates sustainability-related communications projects, including marketing strategies and resources (social media, print, video, etc.) for clients, decorators, visitors and staff.
7. Develops and leads internal, cross-functional team(s) to support the sustainability program, including advisory committee, steering team, Green Team and others as appropriate.
8. Develops, organizes and provides sustainability-related training to management, staff and contractors; makes presentations.
9. Leads facility and sustainability tours for clients and other stakeholders. Provides presentations and speaks at industry conferences.
10. Oversees and manages recycling data, waste collection equipment data, and utility tracking for electricity, natural gas, waste and water accounts. Uses software such as

Excel, Access, Utility Manager and Energy Star to compile data; analyzes and provides recommendations to management for improvements.

11. Provides organizational support, research and materials for committees and senior management as requested, including technical research and assistance with capital improvements and facility projects.
12. Provides ongoing, facility-wide sustainability inspections; ensures work is performed in compliance with codes, ordinances, regulations and other requirements, including, but not limited to, Leadership in Environmental and Energy Design (LEED) certification, APEX/ASTM, Salmon Safe and OSHA. Identifies needs, makes recommendations for improvements; and initiates corrective action when appropriate.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in environmental science or other related natural science field and
- Three years of sustainability-related experience, including at least one year of commercial recycling or green building operations experience and
- Demonstrated project management experience, including experience managing multiple projects, coordinating with contractors, budgeting, scheduling, and auditing or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- Current driver's license and driving record sufficient to be insured by Metro insurance

carrier

- Possess or have the ability to obtain within first year of employment, LEED Green Associate Accreditation or LEED AP Operations and Maintenance

Knowledge, Skills and Abilities:

- Sustainability industry, best management practices and methods to support sustainability focused programs
- High level of industry specific knowledge around waste reduction, recycling, composting, energy efficiency, and adaptability to increase knowledge in other program areas
- Relate effectively and work collaboratively with people from diverse backgrounds, different organizational units, and represented or non-represented status
- Lead, train, and motivate staff to participate in sustainable practices
- Analyze information and use logic to resolve issues and problems
- Operate personal computers using current software programs
- Read and interpret schematics, drawings and/or blueprints
- Manage relationships and develop cooperative working relationships with contractors and other program stakeholders
- Communicate clearly and concisely, both orally and in writing
- Prioritize and multi-task; be organized and flexible to change course of work/projects as circumstances dictate
- Work occasional nights, weekends and holidays as needed
- Manage programs and projects effectively using resources and best practices
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

Additional Requirements:

- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Report to the Director of Operations

SUPERVISION EXERCISED

This position has no supervisory responsibilities as defined in *ORS 243.650(23)*, but provides leadership to staff, contractors, teams and committees in carrying out sustainability initiatives.

RELATIONSHIPS/CONTACTS

Liaise and work closely with OCC and agency management and staff, contractors, external

agencies, and visitors.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

WORK ENVIRONMENT

Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. As necessary to meet workload demands, may work outside of typical schedule including evening/weekend hours and work may require travel to local, off-site locations.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.