

Classification Description



Title: Sustainability Manager
Department: Capital Asset Management
Job Code: 1585
Pay Grade: 540
FLSA Status: Exempt

Bargaining Unit: Non-Represented
Established: 08/2022
Revised:
EEO Category: Officials and Administrators

CLASSIFICATION DESCRIPTION

Manages agency-wide sustainability program to achieve ambitious climate, waste, water, toxics and habitat goals for business operations across Metro's portfolio of departments, facilities and venues. Provides oversight and strategic direction for the program, including: implementing the agency-wide Sustainability Plan; developing annual work plan and budget; initiating and managing programs, policies and projects; applying Metro's Strategic Framework and racial equity framework to program work; managing a team of professional staff; serving as sustainability subject matter expert for the organization; overseeing communications and trainings; leading an agency-wide sustainability steering committee; serving on Metro committees and work groups; engaging with senior leadership and Metro Council; and interacting with other agencies.

DISTINGUISHING FEATURES

This is a single unit classification distinguished by the complexity and breadth of assigned responsibilities to include the administrative, operational and planning functions of a division and/or unit of a department.

DUTIES AND RESPONSIBILITIES

1. Provides strategic direction for the agency-wide sustainability program. Researches and evaluates, establishes and implements opportunities to advance strategic priorities. Develops, implements and monitors the sustainability portion of the division budget; oversees controls to ensure expenditures are within limits authorized through the budget; conducts staff analysis to identify current and future staffing resources. Develops, executes and monitors the annual work plan and engages sustainability steering committee and senior leadership in work plan development. Conducts quarterly work plan progress review and reporting to key stakeholders. Provides guidance on department capital budget development.
2. Leads ongoing implementation of the Metro-wide Sustainability Plan. Implements plan strategies and actions. Evaluates progress and makes recommendations for plan changes, including updating goals, targets, and metrics as needed. Manages the collection, entry, quality control, evaluation and reporting of sustainability data and metrics. Reports on progress to Council. Directs the use of sustainability data to inform program and project development.
3. Directs, participates in and implements sustainability-focused policies and programs. Initiates and manages programs, policies and projects to advance sustainability. Applies racial equity framework to program work. Oversees continuous improvement in research, measurement and program evaluation. Serves as advisor on high level agency policy initiatives. Drafts, recommends and develops systems for implementation, including communication and

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training to management staff and contractors. Prepares and executes contracts including developing scopes of work, participating in selection of contractors, and managing contractor services. Ensures compliance with all applicable federal, state, local, Metro and Department rules, policies and procedures.

4. Manages sustainability team. Manages professional staff, temporary employees and interns and provides lead direction to support positions. Responsible for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining and discharging employees. Plans, assigns and reviews work. Trains and provides technical assistance. Promotes an inclusive team environment. Creates and updates team charter. Fosters cooperative team efforts among staff and with other departments and motivates staff to provide quality service to customers.
5. Leads and participates in committees and work groups. Leads a cross-departmental Sustainability Steering Committee to provide guidance on, implement and monitor Metro's Sustainability Plan. Leads cross-functional teams to advise on and implement policies and programs. Serves as advisor to Metro green teams to implement sustainability projects and best practices and promote employee behavior change efforts. Serves as sustainability subject matter expert and participates in agency work groups. Advises on legislative issues. Engages with community partners and agencies.
6. Assists and advises departments, venues and facilities in implementing opportunities to make operations more sustainable. Provides organizational support and leadership to achieve and maintain certifications. Coordinates cross-facility projects to promote consistency, capture efficiencies and maximize best practices. Advises on department policy formulation and execution. Identifies sustainability opportunities in capital improvement plans. Provides project management, technical and internal consulting assistance. Provides regular, actionable sustainability information and data-driven analysis to inform strategy development. Identifies and pursues grant funding to support initiatives.
7. Delivers communications and training to foster leadership and capacity building. Prepares and delivers oral and written reports and presentations for the Metro Council, senior leadership, staff and other agencies. Represents Metro at external meetings and provides technical expertise on sustainability issues. Provides and facilitates sustainability-related training to management, staff and contractors to expand capacity and foster innovation and behavior change. Develops communication plans and messaging for sustainability initiatives including writing communications pieces and talking points for senior leadership and Metro Council. Serves as Metro spokesperson for media engagements. Provides career guidance and informational interviews for students, interns and professionals working or interested in working in the sustainability field.
8. Engages in professional development and training activities to stay up-to-date on best practices and technical expertise needed to conduct work effectively.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.

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2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in sustainability, environmental studies/science, natural resource management, public administration or related field and,
- Two years of program or project management experience in sustainability, climate change, green building or related field and,
- Three years leading or supervising people or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Preferred:

- Master's degree in sustainability, environmental studies/science, natural resource management, public administration or a related field.
- Sustainability Associate/Professional, Certified Green Building Professional, Certified Climate Change Professional, LEED Accreditation or an equivalent certification.

Knowledge, Skills and Abilities

- Knowledge of sustainability principles, frameworks and best practices.
- Knowledge of program planning, development and evaluation.
- Knowledge of budget preparation and expenditure control.

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- Knowledge of management theory and supervision best practices and principles.
- Knowledge of climate mitigation, adaptation and resilience; sustainable building practices; building systems and operations; energy management; waste prevention; water conservation; habitat protection; and ability to increase knowledge in other program areas.
- Knowledge of principles and practices of public administration including budgeting, public policy, program management, contract management and purchasing.
- Skill in project management and demonstrated ability to effectively manage multiple initiatives simultaneously with numerous stakeholders and oversee project deliverables.
- Skill in establishing and maintaining effective working relationships with elected officials, senior leadership, external agency staff, community groups and the public.
- Ability to identify, develop and implement innovative policies, programs and/or practices based on a deep understanding of opportunities and constraints, use of research and data, and strong analytic skills.
- Ability to organize work, manage time, prioritize tasks effectively and meet deadlines.
- Ability to conduct effective oral presentations; communicate clearly, concisely, and effectively in writing and orally with a variety of audiences including executives and elected officials.
- Ability to work collaboratively and engage in creative problem solving with people from diverse backgrounds and job duties and different organizational units.
- Ability to understand, interpret and apply sustainability practices, rules, regulations, policies and procedures and applicable local, State and Federal legislation.
- Ability to manage, lead, train and motivate staff to participate in and implement sustainable practices.
- Ability to plan and facilitate meetings to achieve intended outcomes.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from the Department Director.

SUPERVISION EXERCISED

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline or to adjust grievances.

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TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment, hardware and software is used.

WORK ENVIRONMENT

- Work is partially performed in an office environment, with frequent interruptions and irregularities in the work schedule. Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials may be required. Incumbents may be required to lift and carry up to 10 pounds.
- Work involves regular site visits to Metro facilities that can involve exposure to toxic chemicals and hazardous conditions on active construction sites.

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 duties.