



SUSTAINABILITY MANAGER

Department: Executive
Job Class #: 147500
Pay Range: Executive 06

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This is professional sustainability management work performed for the Pierce County Executive. An employee in this class is responsible to provide management and oversight of Pierce County's Sustainability Program. Duties include promoting, maintaining and monitoring the County's sustainability goals and promoting conservation of open spaces.

ESSENTIAL FUNCTIONS:

- Promote, manage, maintain and monitor the County's Sustainability Program.
- Finalize and implement the components of the county's sustainability plan.
- Serve as the Executive's lead on open space, agricultural and forestry issues.
- Work to promote the Conservation Futures Program with landowners and serve as the Executive's lead on Conservation Futures.
- In partnership with the Facilities Management Department oversees the review of all County owned and leased facilities and identify and prioritize the facilities that need to have a complete general energy audit.
- Identify, propose and implement corrective action to bring County facilities in compliance with the Energy Star Program.
- Implement best operating practices and energy efficiency improvements.
- Track progress, verify and document results and provide reports including an annual "Report Card" to the County Executive.
- Provide outreach/education to staff and citizens regarding energy conservation, solid waste reduction, open space benefits and sustainability resources to help make Pierce County more livable.
- Research, write and monitor grants.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.
- May manage, supervise and coordinate staff activities; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- May assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences
- May conduct performance evaluations and develop performance measures and standards.

SUSTAINABILITY MANAGER

Classification Description – Pierce County

Page 2

SUPERVISION RECEIVED AND EXERCISED: Work involves considerable independence with general direction and review through conferences, written work, reports and results achieved. The Sustainability Manager is appointed by and serves at the pleasure of the County Executive. This position will provide program management and general direction to staff regarding the implementation and monitoring of the program. This position may supervise lower level staff, however supervision is not required of this classification.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is generally completed on a regularly scheduled basis, however, attendance and participation at meetings may require working outside of normal scheduled hours. Extended periods of concentration and sedentary work a long with prolonged standing on hard surfaces are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The job functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Frequent finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, some pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular the work site is required

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Current local, state, and federal energy policies, programs, and regulations.
- General environmental and sustainability issues.
- Methods and techniques of research, statistical analysis, and report presentation.
- Open space Conservation including agriculture and forestry lands.
- Grant writing and administration.
- Contract processes and procedures.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Communicating clearly and effectively, orally and in writing to internal staff and external organizations.
- Using computers with immediate level proficiency in document/file management, word-processing, database management, email usage and Internet browsers.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Actively taking steps to build cohesive, effective and results-orientated teams.
- Goal and objective setting.
- Team building, leadership and motivation
- Problem resolution.

SUSTAINABILITY MANAGER

Classification Description – Pierce County

Page 3

Ability to:

- Plan, develop and implement policies, procedures, and ensure compliance with local, state, and federal health and safety regulations and within the framework of the department.
- Analyze and interpret findings; and prepare comprehensive reports, procedures, and other correspondence.
- Negotiate and problem solve.
- Express ideas clearly and concisely, both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with co-workers, County management, private and public officials, consumers, advocacy groups, professionals, and the general public.
- Work independently with minimal supervision and as part of a team.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Maintain regular and predictable work hours at assigned worksite. Travel to county worksites may require working a flexible schedule.
- Influence county staff to be excited, enthused, and committed to furthering the objectives of the Sustainability Program.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in business, public administration, communication, organizational systems, environmental or political science or related field and five years of progressively responsible experience implementing sustainability programs, or programs in a related field such as environmental or resource management or project management. Any combination of experience and/or education which would clearly indicate the ability to perform the duties of the position will substitute for the recruiting requirements. Certified Energy Manager Accreditation preferred.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.