**Sustainability & Energy Efficiency Program Manager**

**Oakland Unified School District**

**March 2023**

**BASIC FUNCTION:** The Program Manager of Sustainability develops, supervises, and executes District-wide sustainability programs and utility elements of all facilities related programs to control energy usage and utility costs, reduce pollution, and improve resource conservation. Develop and execute sustainability strategies to address construction facilities operational issues. Oversee the management and analysis of the District’s energy usage patterns, utility rate schedules, and the cost impact of inflation and rate increases.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

**ESSENTIAL FUNCTIONS**

* Act as the primary coordinator for energy and environmental sustainability goal setting for construction projects, promoting the District’s policy and programs relating to Environmental Sustainability objectives.
* Coordinate with project managers, building committees and design teams of all new District construction, major renovations, and capital procurement projects to ensure that projects meet Coalition for High Performance Schools guidelines, and national best practices in Green Building.
* Manage efforts to optimize the District’s existing operations in the areas of facilities construction, maintenance and custodial operations of facilities in the areas of recycling, waste reduction, energy efficiency, water efficiency, carbon emission reduction and environmentally sustainability.
* Direct facilities sustainability program operations to ensure compliance with policies, standards, laws, and environmental or governmental regulations.
* Analyze and negotiate regulatory affairs and rate benefits with utility companies.
* Develop, approve, and implement procedures and methodologies to enhance or evaluate the viability or success of sustainability programs.
* Represent the District regarding sustainability matters before the Board of Education, legislative and regulatory boards, outside organizations, and the community.
* Provide up-to-date information about energy and environmental sustainability in District facilities projects to all bodies and organizations within the District and to the local community, as needed.
* Oversee data collection to establish baseline inventory of existing energy and environmental sustainability initiatives within the District.
* Research and disseminate best practices information relating to District sustainability projects/policies at other sites.
* Develop and execute communications aimed at raising internal and external awareness of and support for District sustainability programs and activities.
* Participate with District stakeholder groups in development of a sustainability plan.
* Write project proposals, grant applications, or other documents in pursuit of funding for environmental initiatives.
* Evaluate engineering proposals and analyses regarding energy and water retrofit projects.
* Review the execution of upgrades to existing buildings to provide for “green” ecologically appropriate usage.
* Evaluate programs to ascertain if specific energy savings are achieved according to contract terms and conditions.
* Ensure compliance with policies, standards, laws, and environmental or governmental regulations.
* Evaluate the cost effectiveness, environmental risk, technical feasibility, and integration capability of sustainability projects and initiatives.
* Evaluate and recommends new sustainability technology.
* Participate in meetings of and events sponsored for the purpose of energy and environmental sustainability.
* Coordinate outreach to all District staff and locations.
* Hire, train, motivate, develop, and evaluate assigned District staff; discipline and implement corrective actions as necessary.
* Lead and responsible for, with agency input, evaluating interns; discipline and implement corrective actions as necessary; collaborate with partner agencies to provide overall direction to interns.
* Provide cross training to department personnel.
* Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:**

* A Bachelor’s degree from an accredited college or university in environmental studies, urban planning, construction management, architecture, engineering, business administration, public administration, or a closely related field.
* Five (5) years of experience with large utility programs and budgets, developing and implementing sustainability programs, or developing and executing demand-side and supply-side conservation projects or programs with at least two (2) years in a leadership role.
* Advanced degree in environmental science, environmental engineering, or related field preferred
* Experience in school construction, modernization, and repairs preferred

**LICENSES AND OTHER REQUIREMENTS:**

* Professional designation as a Certified Energy Manager (CEM) preferred
* Possession of a LEED AP accreditation preferred, but not necessary
* Valid Driver’s License
* Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

* Applicable federal, state, and District codes, regulations, policies and procedures governing work scope
* Sustainability and renewable energy practices
* Best practices and sound policies for energy efficiency, retrofitting, generation, water conservation, and institutional waste reduction
* Funding and grant sources for sustainability initiatives
* RFQ and RFP and contract development processes related to construction and related services
* Basic construction, engineering, and building principles
* Principles of heating, ventilation, and air-conditioning systems
* Principles of determining various types of energy usage and factors that affect consumption
* Energy, water and waste systems
* Utility rate schedules and billing procedures
* Principles of budgeting and cost benefit analysis
* Computer systems and procedures design, analysis, and application
* Sources of data on varieties of energy conservation projects
* Statistics and research methodology
* Resource and utility management
* Sustainable design standards and theories
* Planning, organization and coordination needed for assigned program
* Correct English usage, grammar, spelling, and punctuation
* Computer software, hardware, and related technology

**ABILITY TO:**

* Develop and execute sustainability programs and projects
* Estimate costs associated with sustainability initiatives
* Conduct meetings and make effective oral presentations
* Communicate effectively both orally and in writing
* Manage budgets within parameters established
* Analyze and interpret technical materials accurately and effectively in written and oral communication
* Read, interpret, apply and explain rules, regulations, policies and procedures
* Build rapport and maintain working relationships with stakeholders at all levels
* Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers
* Present ideas and recommendations clearly and convincingly
* Supervise effectively
* Work alone, and with and around people
* Operate personal computer, related software, and other office equipment

**SALARY**

$95,212 - $121,527