



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Sustainability Program Coordinator</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Maintenance Department</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board		SALARY GRADE:	<b>Schedule: 54 Range: 64</b>

**BASIC FUNCTION:**

Supervise, plan, organize and direct operations involved in the sustainability activities District-wide; coordinate and oversee staff, parent, community and student groups; facilitate communications and information to meet organizational needs and assure smooth and efficient activities; assist in the development and implementation of the District's Sustainability Program: green buildings and schoolyards, transportation, water, energy, waste, food, schoolyards, eco-literacy and nature-based, education-related components; train and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Plan, coordinate, establish and oversee groups at the school sites, including student green teams, parent green teams and teacher leaders
- Work with department managers, supervisors, principals and other staff to coordinate sustainability activities throughout the district
- Train and evaluate the performance of assigned staff, interns and fellows; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures
- Prepare and distribute a variety of correspondence in the coordination of sustainability activities; assist with the preparation of contract specifications as requested; review, interpret and recommend changes to project plans, blueprints and specifications
- Monitor and assure adequate levels of waste bins and other sustainability supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices
- Attend and conduct a variety of meetings as assigned
- Provide leadership in developing, implementing and training staff on green and sustainable practices, including Bay-Friendly methods

- Plan and coordinate district-wide sustainability competitions throughout the year. This includes zero waste, energy conservation, water conservation, earth week, etc.
- Monitor progress of the District's goals towards sustainability
- Monitor progress of sustainability projects; inspect completed projects for accuracy, completeness and compliance with established practices and specifications
- Participate in the development and implementation of sustainability projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications
- Serve as a technical resource to personnel concerning a variety of sustainability practices, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures
- Present to the Board, site staff, parent groups and other stakeholder groups on sustainability plans and accomplishments
- Prepare and maintain a variety of reports, records and files related to projects, financial activity, inventory, inspections and assigned duties
- Communicate with outside agencies and organizations, inspectors, architects, and the public to exchange information, coordinate activities and resolve issues or concerns
- Provide leadership in the development and implementation of sustainability standards, including emerging knowledge, technology, skills, standards and best practices and providing training to staff

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of sustainability personnel

Sustainability procedures including all eight sectors

Methods and materials used in waste, water, energy and other resource reduction and conservation

Applicable codes, ordinances, requirements, regulations and safety precautions

Inventory practices and procedures

Health and safety regulations

Record-keeping and report preparation techniques

Policies and objectives of assigned programs and activities

Oral and written communication skills

Principles and practices of supervision and training

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

**ABILITY TO:**

Design, develop and deliver competitions and training programs

Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities

Plan, develop and implement sustainability projects

Inspect projects for accuracy, completeness and compliance with established specifications

Organize work, set priorities, establish goals and objectives

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Meet schedules and timelines

Work independently with little direction

Plan and organize work

Prepare records and reports related to assigned activities

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree with major coursework in environmental science, renewable energy, horticulture or a closely related field, or three years of progressively responsible experience in developing, coordinating, implementing and evaluating sustainability programs.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Indoor and outdoor work environment

Seasonal heat and cold or adverse weather conditions

Driving a vehicle to conduct work

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate tools and equipment computer keyboard

Seeing to inspect projects and read a variety of materials

Perform work that involves lifting, carrying, pushing or pulling objects

Sitting or standing for extended periods

##### **HAZARDS:**

Exposure to seasonal heat and cold or adverse weather conditions