

The University of Vermont
POSITION DESCRIPTION

Fill sections 1 and 2 by typing an 'X' in brackets:

1. **TYPE OF REQUEST** check one: [] Classification of New or Vacating Position (to be recruited)

[X] Reclassification of Position (held by ongoing employee)

2. **FOR RECLASSIFICATIONS:** Is this a [X] Formal Review, or [] Update Only

Are the Duties [X] Proposed, or [] Already Assigned

3. **GENERAL INFORMATION:**

Wage & Salary use only:

Proposed HRS (Human Resource System) Position Title: Administrative Coordinator (Green Building Coordinator)	Pay Range:	FLSA:	Analyst:	Date Recd:	Points: Indiv Class
Department: Capital Planning and Management	Date Prepared: 10/12/06			Fax:	
Position Supervisor: Robert Vaughan	Email: Robert.Vaughan@UVM.edu		Campus Address: 109 So. Prospect		Phone: 6-1304

4. **FOR EXISTING POSITIONS ONLY:**

Current Position Title: Administrative Coordinator (Assistant to the Director of Capital Planning and Management)	Position #:
Incumbent's name: Michelle Smith Mullarkey	Phone: 656-2219

5. **PHYSICAL DEMANDS & WORK CONDITIONS:**

<p>a. Does this job involve significant physical strain or activity (lifting, carrying, standing, climbing, crawling/kneeling, repetitive motions)? May be required to visit construction project sites; must wear appropriate safety gear including hard hat and safety glasses.</p>
<p>b. What unusual working conditions are associated with this job (lighting, heating, ventilation, odors, noise, animals, heights, infectious diseases, danger, irregular hours, exposure to inclement weather)?</p> <p>Hours may exceed normal office hours during deadline driven activities. Individual will also be required to visit construction sites on campus.</p>

6. **APPROVALS:** I certify that the information in this document accurately reflects the duties and responsibilities of this position.

Supervisor:	Date:
Department Chair/Director:	Date:
Dean/Budget Director:	Date:

7. **COMMENTS (Dean/Director/VP):**

8. **ORGANIZATIONAL CHART:** **MUST** be attached

9. **POSITION DESCRIPTION:** Complete on page 2

POSITION DESCRIPTION

BASIC FUNCTION: Briefly describe purpose and main function of the position and include supervision received.

- ♦ Establish and implement university green building standards.
- ♦ Interpret to various constituencies the principles and tools of the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED™) rating system, as well as the University’s Environmental Management System using the Eco-Campus Model.
- ♦ Administer, manage, and keep record of the execution of systems and methods of green building.
- ♦ Facilitate campus-wide communication network of green building initiatives, planning, and construction.

ESSENTIAL FUNCTIONS: Show percentage of time for each function, (25% maximum), to total 100%. Please limit your text to overlaid box size. If appropriate, include information about:

- 1) Responsibility for financial resources, budgets, physical resources and data/records/information
- 2) Number of employees supervised and the type of supervision: functional (assigning & reviewing work) versus administrative (hiring & firing)

% effort	
25%	Manage execution of the integrated design process to communicate green building standards and requirements for all construction projects on campus. Manage communication among internal/external resources/consultants to expedite application of the Leadership in Energy and Environmental Design (LEED) rating system project certification process for qualified projects.
25%	Author and maintain an accurate record of original documents related to green building projects and initiatives including press releases, comparative analyses, benchmarking reports, and presentations, etc. for diverse constituents including the Board of Trustees, senior administration, contractors, consultants, community groups, campus groups, governmental agencies, and colleges/schools.
25%	Direct development of university architectural standards, procedures, and policies to reflect green building standards.
15%	Audit building and equipment commissioning process by identifying and evaluating key project indicators associated with project design goals. Research, prepare, and apply for green building related grants.
10%	When requested by the Director of Capital Planning and Management, manage, analyze, and recommend courses of action as related to capital projects. Administer project schedules, budgets, timelines, and deadlines to anticipate problems and adjust schedules. Participate as a member of the Environmental Council.

MARGINAL FUNCTIONS:

--	--

MINIMUM QUALIFICATIONS: Describe the minimum job requirements: formal education/training (diploma, degrees, certificates, licenses) and necessary knowledge, skills, abilities and experience including type and number of years:

Bachelor’s degree preferred, and/or 4 years work experience, or comparable combination of education and experience. Knowledge of building design, sustainable building practices, construction processes, and the USGBC’s LEED rating system. Experience working with higher education organizations, academic planning groups, and members of the construction industry. Ability to use PowerPoint, Excel, Microsoft Word, Oracle Calendar, and project scheduling software. Basic financial analysis skills. Strong organizational, interpersonal, oral and written communication skills. Ability to work independently and exercise sound judgment where few precedents exist.