

BOWDOIN COLLEGE

Job Description

JOB TITLE: **Coordinator for a Sustainable Bowdoin**

BAND: B Med IC

DEPARTMENT: Facilities Management

REPORTS TO: Director of Facilities Management

PREPARED BY: C. Payson / D. D'Angelo

DATE: 6/22/04

MANAGERIAL APPROVAL: /s/ David D'Angelo

DATE: 6/22/04

SENIOR OFFICER APPROVAL: /s/ S.Catherine Longley

DATE: 6/24/04

PURPOSE OF THE POSITION/JOB SUMMARY: To develop and maintain a program and implement initiatives toward reducing the impact that Bowdoin operations and practices have on the environment. The requirements of this position will require close coordination with many internal and external constituents, including work with the current Committee for a Sustainable Bowdoin, and a strong focus on the results of the Environmental Impact Audit conducted in the summer of 2000.

SHIFT HOURS (indicate overtime:) Predominantly first shift (8:30 a.m. – 5:00 p.m.) but may require coordination of work with other shifts; more likely second shift.

EDUCATION/SKILLS REQUIREMENTS:

College: B.S. Degree required in Environmental Science or related field

Other: Working knowledge of programs to reduce Bowdoin's impact on the environment, provide management of environmental systems and ISO 14000; good communication skills including technical writing; excellent organizational skills and the ability to manage multiple tasks and prioritize work; proficiency with word processing, spreadsheets, presentation skills, and database software; self directed with the ability to motivate others in various parts of the organization toward improving program performance; demonstrated strong leadership skills.

EXPERIENCE REQUIREMENTS and/or EQUIVALENTS:

At least 2 years' experience in the environmental field

Licenses or Certifications: Driver's License

CONTACTS: Work with all campus constituencies including faculty, staff, students, contractors and vendors. Coordinate efforts with the Committee for a Sustainable Bowdoin and monitor and participate in similar organizations at other institutions.

PHYSICAL and MENTAL JOB DEMANDS (as they pertain to the essential functions of this position):

ESSENTIAL MOTION Indicate weight limit in lbs ()	N/A	OCCASIONAL 1 - 33%	FREQUENT 34 - 66%	CONSTANT 67 - 100%
Pushing (55 lbs)		x		
Pulling (40 lbs)		x		
Floor to knuckle lift (40 lbs)		x		
Knuckle to shoulder lift (30 lbs)		x		
Shoulder to overhead lift (30 lbs)		x		
Carrying (40 lbs)		x		
Sitting			x	
Standing			x	
Walking			x	
Climbing stairs			x	
Sustained bending		x		
Overhead reaching		x		
Crawling		x		
Squatting (repeated)		x		
Kneeling		x		
Stooping (repeated bending)		x		
Crouching		x		
Climbing ladders		x		
Balancing		x		
Handling		x		
Digital dexterity (e.g., using computer keyboard)			x	
Tasting/smelling		x		
Peripheral vision		x		
Depth perception		x		
Use written (verbal visual) sources of information (e.g., read reports, procedural documentation, reference materials, etc.)			x	
Use non-verbal visual sources of information (e.g., reference graphs, tables, etc.)			x	
Use oral communication to perform work (e.g., answer telephone, receive visitors, etc.)			x	
Use non-verbal auditory sources of information (e.g., ringing of telephone, alarms, beepers)			x	
Perform detailed work requiring visual acuity			x	
Make minor decisions requiring limited judgment (e.g., task sequencing, filing, sorting mail)			x	
Make general decisions in the absence of specific directions (e.g., prioritizing)			x	
Perform activities requiring sustained concentration (e.g., designing, planning, etc.)			x	
OTHER PHYSICAL OR MENTAL REQUIREMENTS:				
Good technical knowledge in the field.			x	
Ability to work well with others/good customer service skills.			x	
Influencing and securing cooperation from individuals in areas not under this position's direct control.			x	

ESSENTIAL FUNCTIONS:

1. Develop, implement, administer, document, and communicate comprehensive campus wide programs that promotes sustainability (i.e. resource conservation, recycling, and waste reduction)
2. Develop measurable data, monitor and report program performance to administration via written and/or verbal communication.
3. Work in conjunction with the Manager of Environmental Health and Safety to develop, implement, and manage a campus wide Environmental Management System (EMS).
4. Work with Facilities staff, students, and the Environmental Health & Safety Manager to develop programs to promote recycling and waste reduction on campus and to insure compliance with applicable regulations.
5. Administer sustainable Bowdoin budget.
6. Be a resource for students in matters of sustainability.
7. Keep the administration advised of changes in laws/regulations that may affect College policies, require the implementation of new policies, or affect operating budgets.
8. Act as spokesperson and set an example for sustainability on campus.
9. Comply with all college policies including regular attendance; if supervising outside contractors, temporary or other employees or students must enforce all applicable college and regulatory policies.
10. Perform other duties, as assigned.

WORKING CONDITIONS: (It is possible the Coordinator will be required to use or encounter conditions recognized below:)

ENVIRONMENTAL

Inside 50%	Outside 50%
Sudden temperature changes-	yes
Extreme temperatures-	yes (for limited periods)
Humidity/Wet-	yes
Extreme noise-	very limited, with hearing protection
Extreme vibration-	no
Hazards	-not expected; walking outdoors during winter months
Safety equipment-	hardhat, safety glasses/goggles, hearing protection, gloves, safety shoes/boots, clothing as needed, any others as needed.

ATMOSPHERE

Fumes:	within OSHA exposure limits
Mist:	within OSHA exposure limits
Odors:	within OSHA exposure limits
Gasses:	within OSHA exposure limits
Dust:	within OSHA exposure limits
Poor ventilation:	not applicable (or if so, for very limited periods of time)

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, printer, fax, photocopier, telephone, cell phone, radio, calculator, digital camera, and general office tools such as hole puncher, stapler, scissors, etc.

SUPERVISORY RESPONSIBILITY:

No supervision of other staff expected, but possible supervision of student employees or outside contractors, including enforcement of College policies for those employees.

JOB CLASSIFICATION: Light Work

SEDENTARY - Exerting #10 of force occasionally and a negligible amount of force frequently. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

LIGHT WORK - Exerting up to #20 of force occasionally and up to #10 of force frequently to move objects. Physical demands are in excess of those required for a sedentary job. A rating of light work should be used if 1) the job requires walking or standing to a significant degree; or 2) when it requires sitting most of the time, but entails pushing and pulling of arm or leg controls or 3) when the job requires working at a production rate pace entailing constant pushing/pulling of materials even though the weight of those materials is negligible.

MEDIUM WORK - Exerting #20 - 50 of force occasionally, and/or #10 - 25 frequently, and/or up to #10 of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

HEAVY WORK - Exerting #50 - 100 of force occasionally and/or #25 - 50 of force frequently, and/or #10 - 20 of force constantly to move objects. Demand requirements are in excess of those for Medium Work.

VERY HEAVY WORK - exerting in excess of #100 of force occasionally and/or in excess of #50 of force frequently, and/or in excess of #20 of force constantly to move objects. Physical demand requirements are in excess of those for Heavy Work.