

**Classified Position Description**

**SECTION 1. POSITION INFORMATION**

a. Classification Title Public Information Representative 2		b. Classification No. <b>C5707</b>	c. Effective Date (m/d/y)	d. Position No.
e. Working Title Sustainability/Environmental Management System Coordinator			f. Work Unit Facilities Services - EH&S	
g. Employee Name (Last, First, Middle Initial)			h. Work Location (City-County)  Corvallis Benton	
i. <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		j. FLSA <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		k. Eligible for Overtime Pay <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 2. PROGRAM/POSITION INFORMATION**

a. Describe the program in which this job exists. Include program purpose, size, scope, and who is affected. Include relationship to agency mission.

Environmental Health & Safety program which affects the entire University student body, faculty, and staff.

Purpose: To provide professional advice and assistance to the campus community in the area of environmental health and safety, including loss prevention, sustainability, cost control, and hazardous materials. To provide timely, cost effective, and professional safety services that enhance the instructional, research, and service goals of the University. To develop the policies and procedures of the University's Safety Program and to monitor compliance with these policies and other state and federal regulations in order to assist the administration in meeting environmental health & safety responsibilities.

---

b. Describe the purpose of this position, and how it functions within this program.

The purpose of this position is to provide to the campus an individual with existing knowledge in environmental best practices in higher education to write and implement an Environmental Management System (EMS) and to develop a university-wide facilities sustainability program. The individual will need to formulate responses to legislative proceedings as they relate to EMS and respond to new sustainability and environmental legislation.

This position is responsible for the management of several distinct functions within the University's Environmental Health & Safety Program. Most of these functions deal with toxics reduction and sustainability. The individual will be responsible for the development and implementation of innovative sustainability initiatives across campus.

This position functions independently and is responsible for the development of procedures, performance and budget review for the program it administers. The position also requires interaction with State and Federal regulatory agencies and making decisions that affect the whole university.

---

c. **SPECIAL REQUIREMENTS:** List any special recruiting requirements for this position.

Working knowledge of universities and the legislative process.  
 Preferred qualifications include a demonstrable commitment to promoting and enhancing diversity  
 Strong interpersonal skills, working with diverse groups of individuals and building partnerships.  
 Strong communication skills including writing and public speaking. Demonstrate ability to communicate clearly.  
 Experience with energy, water and waste water conservation.  
 Experience with the legislative process and interpreting new legislation geared toward sustainability.  
 Website management skills.  
 Proficiency in MS Word, Excel, Power Point, Access, and an ability to learn software as needed.

**SECTION 3: LIST OF MAJOR DUTIES**

Note percentage of time these duties are performed. If this is an existing position, check which duties are new. *(To fill out page online: enter duties, then enter%, then enter X's. Moving from one block to the next can cause a delete.)*

% of Time	<input checked="" type="checkbox"/>	Duties
50		Engage the campus and local communities, as well as state and federal government officials, in developing a campus wide Environmental Management System (EMS). The EMS will contain strategies and plans to: reduce electrical energy loads and greenhouse gas emissions; promote alternative transportation use; reduce water consumption and promote water reuse; reduce toxics; develop natural resource conservation programs and; support interdepartmental programs that meet these goals. This may include directly monitoring building utility loads and creating programs to educate building occupants about energy conservation best practices, monitoring progress and, if appropriate, administering incentives. The coordinator also monitors legislative proceedings, satisfies information requests, and may write or deliver testimony when requested.
25		Provide interdepartmental support through plan and project review, student internship support, information sharing and communication package assistance. Develop and maintain a Facilities Sustainability website, develop and present employee training programs. Write, publish and distribute materials such as purchasing guides and sustainability handbooks that will aid the campus community by offering environmentally, economically and socially responsible solutions to day-to-day business activities.
10		Arrange for public forums and round-table discussions that will be held to facilitate feedback on sustainability effectiveness and targets. Forums should stimulate awareness and conversation amongst campus building occupants, Facilities Services employees and the general public. At times, forums and other public events will address politically and/or socially sensitive subjects – forums may create an atmosphere for conflict. The coordinator must be able to prevent escalating conflict and keep dialogue productive and on topic. Position papers, press releases and other materials created by the coordinator should strive for a balanced viewpoint and moderate voice when controversial content is involved.
5		Assist with formulating responses to public or legislative criticism and be prepared to initiate corrective action, if necessary. Maintain knowledge of institutional resources with immediate availability to respond to time-sensitive requests and critique, and maintain a network of experts aware of the coordinator's work and responsibilities.
5		Arrange informational tours for and visits from: other university officials, legislators and congressional members and staff; Oregon state agency officials and committees; interest groups; student groups and; other public groups.
5		Participate in quality and continuous improvement activities. Exercise good customer service and communication skills. Actively participate in group meetings, projects and committees.

100%

**SECTION 4. ORGANIZATION CHART**

Next Level Class Title	Director of Facilities Services	Classification titles of those positions for which this employee provides leadwork, and the number of employees in each classification.	Brief summary of responsibilities of positions for which leadwork is provided. (Enter only two lines of text in each box. Text will wrap.)
Supervisor's Class Title	Manager Environmental Health & Safety		
Employee's Class Title	Public Information Representative 2 CA		
	Industrial Hygienist 3 CA		
	Radiation Safety Officer UF		
	Industrial Hygienist 4 CA		
	EH&S Technologist CA		
	Env. Health Specialist CA		

**SECTION 5: WORKING CONDITIONS**

Describe special working conditions, if any, that are a regular part of this job, include frequency of exposure to these conditions.

Position requires occasional lifting and exertion for short periods; occasional handling of hazardous substances; occasional response outside regular office hours for injury or hazardous substance incidents. May require in or out of state travel.

**SECTION 6: GUIDELINES**

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals, or desk procedures.
- Federal and State Environmental Protection Regulations, University Environmental Health & Safety Policies and Procedures, LEED sustainability guidelines.
- b. How are these guidelines used to perform the job?
- Guidelines for development of a campus wide environmental management system and for providing professional advice and assistance to the campus community in areas of sustainability and a basis for monitoring University compliance with this system.

**SECTION 7: WORK CONTACTS**

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN?
State Legislators	Phone, email, in-person	Discuss Sustainability legislation	Monthly
Staff	Phone, email, in-person	Discuss sustainability measure	Daily
Faculty	Phone, email, in-person	Discuss sustainability measures	Daily
Students	Phone, email, in person	Discuss sustainability measures	Daily
Sustainability Experts	Phone, email, in-person	Discuss sustainability measures	Weekly

**SECTION 8. JOB-RELATED DECISION-MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate affect of these decisions where possible.

1. Choice of how we develop and maintain an environmental management system.  
Keeps University in compliance with EPA guidelines and regulations, helps protects the environment, provides for a better work place, and reduces liability and risk to the university.
2. Advice to campus community on sustainability practices.  
Elimination of wastful practices, reduce the amount of toxics on campus, provides energy savings, allows for operating cost reductions, provides educational and networking services to students, faculty, staff and the campus community.
3. Evaluation of compliance with sustainability legislation.  
Keeps the University in compliance with the Governor’s sustainability measures, and Oregon Progress Board and Oregon Sustainability Board guidelines. Helps comply with Oregon University System regulations and ensures Oregon State University participation in OUS-wide programs.

**SECTION 9. REVIEW OF WORK**

Who reviews the work of this position? (List classification title, or job title if unclassified, and position number) How? How often? Purpose of the review?  
Manager Environmental Health & Safety (C14867). This position works independently with only occasional review by the supervisor. Position requires the ability to make decisions independently on a regular basis.

**SECTION 10. LEADWORK OR COORDINATION DUTIES**

a. Which of the following leadwork/coordination activities does this job perform?  
 Plans Work                       Assigns Work                       Approves Work  
 Recommends Hiring                       Recommends Salary Adjustments

b. What percentage of time does this position perform these duties? \_\_\_\_\_ %  
c. For how many employees? \_\_\_\_\_

**SECTION 11. ADDITIONAL JOB-RELATED INFORMATION**

Any other comments that would add to an understanding of this position:  
This position requires a thorough and detailed knowledge of sustainability best practices in universities. It requires the ability to independently analyze, evaluate and solve complex problems by applying scientific, engineering, and sustainability principles, and interpretation and application of appropriate regulations and codes. Incumbant must have a Bachelor's degree in environemtal science, or a satisfactory equivalent of education and experience. Good working knowledge of Oregon State University is preferable.

Employee Signature	Date	Supervisor Signature	Date
--------------------	------	----------------------	------

THIS SECTION FOR APPOINTING AUTHORITY ONLY	
Appointing Authority Signature	Date