

For Salary Administration Use:

1. Position No.: _____

Classification:

Date:

Analyst:

(New_ Revised_____)

UNIVERSITY OF TORONTO

POSITION DESCRIPTION

2. Position Title: Environmental Project Manager

3. Faculty, School, Office: Office of the
Vice-President, Business Affairs

4. Immediate Supervisor's Title:
Director, Utilities & Building Operations

Department:
Facilities and Services

Phone No: 978-2319

Section: Utilities & Building Operations

GENERAL INSTRUCTIONS

In filling out this form, your primary consideration is to compose factual statements from which a clear understanding can be obtained of work and skill requirements of the position. It is requested that you follow the format and techniques outlined in the "Guidelines for Completing Position Descriptions". Only complete and current facts on position requirements should be presented. Care must be exercised to ensure that the facts recorded apply to the requirements of the position only.

For purposes of uniformity, it is recommended that persons completing position description forms adopt the writing style used in the specimen position descriptions. Use active verbs to describe employee activities and simple and descriptive words whenever possible. All words and phrases which do not include necessary information should be omitted. If technical terms are required to identify work processes, items of equipment, etc., clarify their meaning with simple explanations.

As position requirements may change significantly from time to time, position descriptions must be revised or rewritten promptly to reflect these changes. Any significant change should be reported, recorded and the revised description sent to the Salary Administration Section, Human Resources Department.

5. Position Summary (Briefly indicate major objectives and scope of job)

The **ENVIRONMENTAL PROJECT MANAGER** for the St. George Campus develops, implements, maintains and communicates the Greenhouse Gas Emission Strategy (GHGES) with responsibilities that include: facilitating the Technical Working Group; assisting in the development of the Strategic Plan, the growth and development strategy and the Greenhouse Gas/Energy Plan, tracking implementation progress and updating the plan as necessary; developing/managing the project website and other communication systems; coordinating the development of the information and measures component of the plan, including the emissions inventory, the initiatives database and the indicators; supervising/ coordinating the involvement of work-study students in the project; working with environmental faculty to identify opportunities to build in GHGE Strategy supporting projects (e.g. research, feasibility studies) into existing environmental research programmes and curriculum; developing program concepts and pilot designs; managing conservation projects implemented by the Facilities and Services departments

6. Duties and Responsibilities (Use format outlined in **Guidelines** to show how and why duties are performed; estimate percentage of time allocated to each item.)

25% Coordination and Implementation of Sustainability Office Plans

- The Technical Working Group consists of representatives from Facilities and Services, UTERN/SAC and the University's environmental education programs and is intended to provide support to the Project Manager. The Project Manager will facilitate their efforts.
- Works with the Sustainability Chair to develop the Strategic Plan, the growth and sustainability strategy (including the revolving fund) and the Greenhouse Gas/Energy Plan
 - Tracks implementation progress and updates these plans as necessary. Reports on progress to the Sustainability Chair. Arranges for the review of these plans as required.
 - Develops program concepts and pilot designs.

25% Data Gathering and Communications.

- Establishes and maintains communication with all campus faculty, students and staff through a variety of methods (e.g. website, e-mail, audits, articles, etc.); encourages all campus faculty, students and staff to participate in environmental programs and contact Environmental Project Manager with questions, comments, concerns and ideas.
- Facilitates communication of the University's environmental achievements to third-party interest groups
- Coordinates development of an inventory that identifies all sources and levels of GHG emissions, in order to identify reduction opportunities, to track emission reductions and to support education and outreach initiatives. Recognized estimation methodologies will be used.
- Coordinates development of a database to track GHG and energy related initiatives currently being undertaken at the University by groups of staff, faculty and students.
- Supervises/ coordinates the involvement of work-study students in the project
- Works with environmental faculty to identify opportunities to build in GHGE Strategy supporting projects (e.g. research, feasibility studies) into existing environmental research programmes and curriculum

50% Project Management

- Arranges or performs audits, identifies energy conservation opportunities, calculates feasibility and develops projects.
- Identifies and obtains sources of funding for projects from government and other agencies.
- Works with Sustainability Chair to attract funding for the revolving fund and the growth and sustainability strategy from all potential sources on and off campus.
- Where additional professional assistance is required (i.e. design consultants), prepares requests for proposals and analyzes responses. Recommends firm to be selected.
- Prepares complete computerized project schedules which will include all critical items throughout the project including the design schedule and the construction schedule.
- Ensures that all required approvals – both internal and external to the University – are received consistent with the progress of the design and that these are all received prior to the tendering of the project.
- Monitors the schedule and taking corrective action when schedules are not met.
- Oversees tendering of the project and ensures that sufficient contractors are prepared to tender the project. Ensures that the contract documents prepared for the tender are complete and the tender form is clear to interpret.
- Studies all contract documents associated with the work and develops a clear understanding of the required materials and construction arrangement.
- Investigates proposed construction changes and recommends to the Director whether the change should be approved.
- Ensures that the construction conforms to the tender documents.

- Develops project budget in consultation with design professionals, etc. including costs for items not within the scope of the general contract.
- Prepares documents necessary to obtain University approval of the project budget.
- Ensures that the project is completed on budget.
- Forecasts end of project costs for all project budget items as information on known or expected costs become available. Responsible for recommending proposed actions to the Director if project costs appear to exceed the approved budget.
- Recommends for approval all project progress payments.
- Prepares regular status report on progress, issues and financial matters.

7. Work Complexities (Relate to major responsibilities detailed in item 6 and provide examples)

A. Choice of Action: (Scope of decision-making / judgment used)

- Develops own plan for conservation projects including feasibility, schedule and budget.
- Must balance intentions of many stakeholders involved in the overall strategy.
- Data that is to be publicized must be accurate and dependable.

B. Consequence of Error:

- Failure to realistically justify a project, or to realistically plan its implementation would result in cost overruns, late completion, inconvenienced building occupants and may put the program in jeopardy.
- Failure to properly assess the best direction for the program could result in wasted efforts and lost time.
- If inappropriate information is used to support findings, credibility of the program will be in danger.

C. Difficulty:

- Funding limits will make decisions regarding balancing off schedule against budget difficult.
- Directions provided by stakeholders may appear, at the worst, contradictory.
- The derivation of benchmark data, particularly from the past, may not have used standard methods for calculation.
- Outreach to diverse and possibly apathetic audiences will be challenging.

D. Contacts: (Variety, frequency, and purpose of contacts)

- Faculty
- Students and student groups
- Staff within Facilities and Services
- Consultants
- Contractors
- Vendors
- Representatives from governmental and other agencies

Items 8 to 12 to be completed by Supervisor only

8. Supervision Received (Indicate Degree of Supervision as defined in Guidelines)

Administrative and technical direction from:	50%	Sustainability Chair
	50%	Director, Utilities and Building Operations

9. Supervision Exercised (To be completed for supervisor positions only)

- (A) Number of Employees Supervised: Directly _____ Indirectly 22__
(If there are several distinct working groups and classifications, an organization chart may be attached)
- (B) Classifications of Employees Directly Supervised: Work Study Students
- (C) Nature of Supervision Exercised: Direct Supervision

10.(a) Working Conditions

Normal office conditions; some site visits

10(b) Daily Hours of Work

Normal University hours

11 Equipment Used

Computer

12. Qualifications Required

a) Formal Education: Engineering or Environmental Studies degree or equivalent.

b) Experience:

5 years project management experience including small to medium construction projects of varying complexity, demonstrating command of contractual methods and issues

Strong communications experience to a variety of audiences using a variety of media

Several years experience working on energy conservation issues

Some fundraising and supervisory experience an asset

c) Manual Skill: Ability to use a P.C.

d) Other:

Excellent diplomatic, written and oral communication skills; interpersonal and analytical skills; superior organizational ability; initiative; judgment and discretion

13. Signed by _____ **Approved by** _____
Employee Department Head

Print name of Employee

Print Name of Dept. Head

Immediate Supervisor

Print name of Immediate Supervisor

Date