

UNIVERSITY OF VICTORIA

POSITION DESCRIPTION

A. *IDENTIFICATION*

<i>Position Title:</i>	SUSTAINABILITY COORDINATOR
<i>Department / Division / School:</i>	FACILITIES MANAGEMENT
<i>Position Reports To (Title):</i>	EXECUTIVE DIRECTOR, FACILITIES MANAGEMENT

B. *POSITION SUMMARY*

This position is within the department of Facilities Management, reports to the Executive Director in Facilities Management, and is responsible for environmental sustainability issues at the University of Victoria.

The aim of the position is to improve environmental sustainability on campus in order to enhance and preserve the physical environment for current and future users.

The position provides input to and assists with transportation demand management, energy management, water management, waste management, natural areas' management, green buildings and renovations, as well as various sustainability aspects of campus planning.

In response to the principles, goals, and actions in the 2003 Campus Plan, the Sustainability Coordinator works with various stakeholders to develop, implement, or improve environmental sustainability practices or initiatives.

C. *DUTIES & RESPONSIBILITIES*

Under the supervision of the Executive Director, the Sustainability Coordinator will be responsible for the following functions:

- Identifying potential environmental impacts of a given project or plan, researching mitigation options, recommending changes or alterations, and assisting with determining the required level of communications.
- Providing advice and recommendations on best management practices and/or policy directions to the Director of Campus Planning and Sustainability, the Director of Maintenance and Operations and associated managers.

- Providing information and resources for students, faculty and staff to assist with the creation of course content, planning of academic projects or development of research projects related to sustainability.
- Providing input and support to on-campus student groups on campaigns, initiatives and programs in order to compliment sustainability efforts.
- Supervising the Transportation Demand Management (TDM) Coordinator.
- In coordination with the TDM Coordinator and Manager of Parking Services, develop the annual budget and oversee implementation of TDM programs and special events.
- Examining current practices in academic, support and operational units to develop new systems to reduce resource consumption. Implementing resource conservation programs and initiatives and create educational materials to accompany programs.
- Providing support to and recommending best management practices to Project Managers and Manager of Campus Planning on implementation of LEED Green Building Program and campus sustainable development guidelines.
- Implementing waste reduction, recycling and composting programs on campus.
- Compiling data, writing text, and developing layout for University Sustainability Report.
- Liaising with other university/college Sustainability Coordinators or equivalents to maintain partnerships among institutions.
- Communicating and reporting on university's efforts and success in environmental sustainability to the internal campus community. This includes participating in local, regional and provincial events or forums to showcase university environmental achievements and representing the university in regional committees or at special events pertaining to environmental issues.
- Participating on various university committees and task forces to provide input on environmental impacts and best management practices.
- Working cooperatively with the Environmental Health and Safety Coordinator on improving employee health and safety through operational programs or practices that relate to environmental sustainability.

- Developing applications for regional, provincial and national awards recognizing environmental sustainability accomplishments by the University.
- Interviewing, hiring and supervising Student Summer Work or Coop Employees.
- Identifying, and where appropriate, applying for funding from outside agencies for sustainability projects.

D. DECISION MAKING

- Required to address all phases of campus sustainability programs from conception through to evaluation.
 - Duties include preliminary research, program development, obtaining approvals, implementation, monitoring and evaluation.

E. PROBLEM SOLVING

- Responding to requests from Department Managers, Project Officers or other members of the campus community. Analysis of options including: operational impact, cost, external benefits, internal benefits, and examination of other institutional case studies.

F. SUPERVISION EXERCISED

- Supervise Transportation Demand Management Coordinator.
- Supervise various Consultant contracts.
- Supervise Work Study or Coop Employees as required.

G. SUPERVISION RECEIVED

- Carries out duties under the direction of the Executive Director, Facilities Management.

H. ENTRANCE QUALIFICATIONS

An Undergraduate Degree, preferably in Environmental Science, Environmental Technology, and/or Environmental Engineering and one or two years of related experience.

Persons with a diploma in a related field and a minimum of three years experience in this field will also be considered.

A sound knowledge of environmental issues is required, together with some experience in developing and delivering Adult Education Programs. Strong computer and technical abilities including: word processing, database management, e-mail and web-based communications are also required.

Report writing and reading comprehension skills applicable to specialized technical documents, reports, proposals, research papers and grant applications are essential.

I. INTERPERSONAL SKILLS

- Ability to work with, understand, communicate effectively with, and facilitate meetings with a diverse set of people including students, Union employees, administrators, faculty, the President and Vice-President Offices, and the surrounding community;
- Must have a creative, dynamic, and solution-oriented approach to problem solving;
- Demonstrated understanding of, and experience working with, each of the sustainability theme areas described in Section C above;
- Management and team building experience;
- Ability to work well in a team environment as well as being self-directed and motivated.

J. UNUSUAL WORKING CONDITIONS

N/A.

K. ACCOUNTABILITY & SCOPE

L. ORGANIZATIONAL RELATIONSHIPS

See attached chart.

M. APPROVALS

Supervisor's Signature: _____ *Date:* _____

Executive Director's Signature: _____ *Date:* _____