

STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
POSITION DESCRIPTION FORM (PD-102R-89)

Approved Classification: _____

Effective Date: _____

Analyst: _____

(This Space for Personnel Dept. Use Only)

1. Present Classification Title of Position

7. Pres. 15 Digit Pos. No. Prop. 15 Digit Pos. No

2. Usual Working Title of Position
Sustainability Coordinator

8. Department, University, Commission or Agency
University of North Carolina at Chapel Hill

3. Requested Classification of Position
Information and Communication Specialist III (72)

9. Institution & Division
Facilities Services Division

4. Name of Immediate Supervisor
James T. Mergner

10. Section and Unit
Deputy for Facilities Services

5. Supervisor's Position Title & Position Number
Facility Maintenance Director II #19309

11. Street Address, City and County
103 Airport Drive, Chapel Hill, Orange County

6. Name of Employee

12. Location of Workplace, Bldg. and Room No.
UNC-Chapel Hill Campus, Giles F. Horney Building

I. A. Primary Purpose of Organizational Unit:

Facilities Services is responsible for providing and improving facilities and related services for the University community in support of the University's teaching, research, and public service mission. The division is committed to providing a safe, secure, well-maintained campus, accessible to all populations, as well as honoring the historic significance of the campus and preserving its character and beauty.

In September 1998, Governor Hunt issued an Environmental Sustainability Initiative. His Executive Order 156 directs state agencies to develop and incorporate policies and practices into their daily operations that preserve natural resources, conserve energy, eliminate waste and emissions, and lessen overall environmental impact. In response, the University charged the Associate Vice Chancellor for Facilities Services with establishing a group to develop and oversee implementation of sustainable policies and practices throughout the University. The Associate Vice Chancellor convened the UNC-CH Sustainability Coalition in April 1999. The Coalition is made up of students, staff, administrators and faculty representing many departments and services of the University, and is dedicated to assisting the University assume a leadership role with regard to sustainability. The mission of the Coalition is to promote a strong, positive environmental ethic and to cultivate proactive sustainable practices with regard to all University activities.

The Deputy for Facilities Services is responsible for overseeing the day-to-day operations of the division.

B. Primary Purpose of Position:

The primary purpose of this position will be to serve as the Sustainability Coordinator for the University. The Coordinator will provide leadership in conjunction with the Coalition, and will provide staff support for the Coalition. The Coordinator will work directly with the Coalition in developing an annual and long-term comprehensive sustainability plan for the University (a plan which incorporates policies and practices that preserves natural resources, conserves energy, eliminates waste and emissions, and lessens overall environmental impact), reviewing ongoing projects and programs, establishing new projects and programs, and providing support to the Coalition's Task Groups.

The Coordinator will be responsible for promoting sustainability initiatives in not only University operations (facilities, infrastructure, etc.), but into the academic curriculum as well. This will require working closely with all departments in Facilities Services, and other University and Student Services, including the Student Environmental Action Coalition (SEAC), the Carolina Environmental Student Alliance (CESA), and other various campus entities and constituents, to promote the implementation of sustainable practices in the day-to-day business of the University. It will also require working closely with the Carolina Environmental Program (CEP) and faculty members, promoting the incorporation of sustainable teachings and practices into their courses, practicums, research, etc., in order to teach students in their respective disciplines how to incorporate sustainable principles in their future professions.

Presently, Facilities Services will provide the overall coordination for sustainable practices at the University. As the work of the Coalition evolves, Facilities Services hopes the University will establish an Office of Sustainable Affairs to coordinate all sustainable efforts throughout the University.

C. Work Schedule:

Monday through Friday 8:00 a.m.-5:00 p.m.
Some weekend and/or overtime work may be required.

D. Change in Responsibilities or Organizational Relationship:

The UNC-CH Sustainability Coalition now has a mission and framework in place to develop and implement sustainable policies and practices (preserving natural resources, conserving energy, eliminating waste and emissions, and lessening overall environmental impact) throughout the University. In order to successfully facilitate institutional change (as required by the Governor's Executive Order) and effectively implement its mission, the Coalition needs a full-time coordinator. Having the support of a full-time coordinator will allow the Coalition and the University to move forward with the groundwork laid during the first year to become an effective state and national leader for environmental stewardship.

3. Instructions Provided to Employee:

The Sustainability Coordinator will be provided with general written and verbal direction from the Coalition and the immediate supervisor, and will refer to the position description, the work plan, and performance review documents. The Sustainability Coordinator must be self-directed and motivated and will be required to make independent decisions, with minimal instruction, related to job responsibility and content of materials created.

4. Guides, Regulations, Policies and References Used by Employees:

Governor Hunt's Executive Order 156 (State Government Environmental Sustainability, Reduction of Solid Waste, and Procurement of Environmentally Preferable Products), UNC Chapel Hill's Waste Reduction and Recycling Policy, all OSHA standards, Facilities and Building Services Policies, EPA's procurement policies, state and federal legislation (i.e., RCRA, CERCLA).

5. Supervision Received by Employee:

Work will be reviewed on an as needed basis by direct observation of work in progress and upon completion. The Sustainability Coordinator will be required to work independently and make important decisions about his/her duties.

6. Variety and Purpose of Personal Contacts:

The Sustainability Coordinator will be required to interact with the entire campus community (including but not limited to: students, staff, faculty, administration, alumni and trustees), local community leaders, other state agencies, etc., and will make presentations regarding sustainability to these same groups as well. The Sustainability Coordinator will table at various campus events including but not limited to: SOAR (new student orientation), Fall Kick-off, Employee Appreciation Day, Earth Day, America Recycles Day, etc.

7. Physical Effort:

The Sustainability Coordinator should be able to lift up to 30 lbs. and carry materials to and from events. This will take place on a daily/monthly basis depending on workload.

8. Work Environment and Conditions:

The Sustainability Coordinator will work in an office, classroom, and occasionally in an outdoor environment. A typical day takes place in an office setting, which is often fast-paced and sometimes stressful. The Coordinator is expected to work under pressure when meeting project and grant deadlines. Some campus events take place outside during the hotter months and the Sustainability Coordinator should be prepared for heat and sun exposure. Tents and sunscreen are available as needed.

9. Machines, Tools, Instruments, Equipment and Materials Used:

The Sustainability Coordinator must be able to use a personal computer including the following software: Microsoft Publisher, Microsoft Word, Microsoft PowerPoint, and be able to learn new programs as deemed necessary by the position. The position also requires the use of audiovisual equipment including but not limited to TV, VCR, overhead projector, LCD panel, lap top, video camera and camera. The Sustainability Coordinator must also have a valid NC Driver's license.

10. Visual Attention, Mental Concentration and Manipulative Skills:

The Sustainability Coordinator will be required to use a computer on a daily basis, sometimes for most of an eight-hour shift. Mental concentration is required on a daily basis.

11. Safety for Others:

NA

12. Dynamics of Work:

The Sustainability Coordinator will be required to learn new software programs as deemed necessary by the Coalition and the immediate supervisor. The Sustainability Coordinator will be responsible for educating the campus community regarding any changes to University policy or services. Workload will be higher during the fall (move-in, Fall Kick-off) and the spring (move-out, Earth Day). Being a university spokesperson regarding sustainability activities will require an ability to provide a high level of customer service and a passion for and understanding of sustainable and environmental issues.

III. KNOWLEDGES, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS:

A. Knowledges, Skills and Abilities:

1. Proficient in the use of computer software including: Microsoft Publisher, PowerPoint, Word, Access, email programs, Internet usage, HTML and/or other website programming language and software.
2. Knowledge of local and state environmental and sustainable policies and issues.
3. Ability to speak and present to large groups of people.
4. Ability to communicate clearly both in writing and verbally.
5. Good interpersonal skills.
6. Ability to work independently.
7. Ability to carry up to 30 pounds.
8. Ability to manage and prioritize multiple tasks.

B. 1. Required. Minimum Training:

1. Four-year degree from an accredited college or university.
2. Four years experience in communications work for a sustainability, environmental, recycling or related program.
3. Equivalent combination of education and/or experience.

2. Additional Training/Experience:

NA

3. Equivalent Training and Experience:

A minimum of five years progressive work or volunteer experience and significant course work and experience in environmental studies, environmental sciences, communications, biology, ecology, architecture, planning, business, economics, public health, public policy or related field. Experience working in a collegiate, university or state system is preferred.

C. License or Certification Required by Statute or Regulation:

Valid North Carolina Driver's License

- IV. CERTIFICATION: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____ Date: _____

Dean's or Director's Office Certification: I certify that this position description, completed by the above named supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

**Please don't forget to attach an organization chart!
Guidelines for drawing an Org. chart are available from Position
Management. Ask for "Drawing the Organization Chart," Class
Series Guide 8.**

STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL

Instructions for Completion of Position Description Form (PD-I02R-89)

In State government it is the responsibility of managers, administrators and supervisors to structure the organization, design positions and assign work to deliver program services in the most effective way. A vital part of this process is the preparation and use of position descriptions.

The attached Position Description Form is used by your department, your personnel office and the Office of State Personnel to obtain complete and factual information concerning the work assigned to positions. The form and these instructions have been designed with a format to (1) enable and aid managers and supervisors in describing their subordinate positions, (2) provide relevant and adequate information for the position classification process, and (3) provide management with a tool which is invaluable in other management functions, including recruitment and selection, orientation, work planning, training and others.

General Instructions: First, please read the instructions completely and examine the blank form. Second, complete the identification information requested in Blocks I-12 in the spaces provided. Next, describe the responsibilities and duties of the subject position in your own words in accordance with the specific instructions provided below for Preliminary Preparation and for Sections, I, II, and III. It is essential that this information be complete and accurate. Use the space provided on the form and additional paper as required. The form may be typed, or completed on a word processor by using the same number and heading format as that shown on the form.

Upon completion of the entire description, sign and date the form in the space provided in Section IV, (Certification). If the position is established and filled, the description must be reviewed with the employee for his/her acknowledgment of it as a complete and accurate description of assigned responsibilities and duties, and signed by the employee in the space provided. Any differences should be resolved at this time. The form should then be referred to the higher levels of management for their review, approval and signature as further provided, or further clarification or correction if needed. Two copies of the form should be prepared. The original should be forwarded to your agency HR position management office, and the copy retained in your departmental files or as otherwise instructed.

Preliminary Preparation: The following Four Step Method has been designed to aid you in gathering reference materials and organizing the information you will need to describe the responsibilities and duties of the position:

1. Review available program data, work methods, existing work plans, procedural standards or guides, written instructions, etc., which are relevant to the position.
2. Review the organization structure and determine how any changes have affected the position.
3. Identify the major responsibilities of the position. Responsibility is accountability for procedures, solutions, programs, services, and decisions.
4. Define the duties and tasks by which the responsibilities are carried out. Duties are the component elements or actions assigned to a position. Duties are made up of tasks. Tasks are the most basic element of work. A task can be defined as an action or action sequence to accomplish an objective.

Writing the Description: (Sections I through III)

- I. Provide the information requested in this section in the spaces provided in Section I on the position description form.
 - A. **Primary Purpose of Organizational Unit:** Describe the purpose of the organizational unit. (Why it exists and its mission).
 - B. **Primary Purpose of Position:** Provide a brief explanation which describes the primary purpose of the position. For supervisory positions, state the total number of employees for which the position is responsible. Also, state the name and classification titles of employees who report directly to this position. If supervision is over one or more organizational units, give the name of each unit, name and title of unit head, and the titles and number of positions in each unit.

- C. Work Schedule: State the normal work schedule of the position, (days and hours), and whether any shift or seasonal variances are required. If the position is supervisory, describe any shift operations directly supervised.
- D. Change in Responsibilities or Organizational Relationship: For an existing position, provide a brief explanation of the basis and purpose of any change in responsibilities and/or reporting relationships since the previous description was prepared.

II. A. Description of Responsibilities and Duties: This section (II) comprises the main body of the position description in which you are to describe the responsibilities and duties of the position. Because the amount of information needed varies among positions, Part A on the form has been left open ended so that you may insert additional paper if needed. Use narrative statements to describe the responsibilities and duties. You may select one of the following two arrangements:

- (1) Order of importance: categorize, arrange and number the work by major responsibility in rank order of importance and describe the duties and tasks of each; or,
- (2) Sequential order: describe the position in terms of the sequence of the work. If this method is used, indicate with a number the relative rank order of importance of each responsibility, (i.e., 1, 2, 3, etc., in the number column in the left margin).

Indicate on the form which arrangement you choose. Be sure to indicate the percentage of time (%) spent on each responsibility as shown in the left margin.

For positions which supervise other employees, describe the responsibilities and duties covering the following:

- 1. Planning: Setting programmatic or operational goals.
- 2. Organizing and Directing Work: Involvement in directing day-to-day operations.
- 3. Financial Management: Determining budgetary requirements and managing operational budgets.
- 4. Review: Review of work for conformance with instructions and objectives of the organization.
- 5. Personnel: Describe the extent of involvement in:
 - Orientation, initial and on-going training
 - Work planning and performance review
 - Counseling and disciplining employees
 - Resolving grievances
 - Selection of employees
 - Salary recommendations
 - Designing positions and preparing descriptions
 - Equal Employment Opportunity programs
 - Other employee programs

B. Other Position Characteristics: Following is a list of instructions concerning other important position characteristics which are either (1) involved in the work process, (2) prescribe requirements or controls concerning the performance of work, or (3) relate to conditions of work. Explain each separately in the spaces provided in Section II B. on the form.

- 1. Accuracy Required in Work: Describe the nature and degree of accuracy required in the work.
- 2. Consequence of Error: Describe the greatest potential loss, harm or effect upon the organization, the State or the public should error occur in the work.
- 3. Instructions Provided to Employee: Describe the type of instructions which are provided and the extent to which they are verbal or written, or detailed or general.
- 4. Guides, Regulations, Policies and References Used by Employee: List the regulations, laws, rules, policies, procedural manuals or written operational directives which guide the work of the employee or are available for reference.

5. Supervision Received by Employee: Describe when, how, and for what purpose the work is reviewed or checked, whether by observation while in progress, or upon completion.
6. Variety and Purpose of Personal Contacts: Identify the various types and purposes of contact with other persons and provide examples of the more difficult or sensitive problems or issues which must be discussed and resolved, negotiated or enforced.
7. Physical Effort: Describe the type of physical effort which is required in doing the work, its frequency of occurrence and duration.
8. Work Environment and Conditions: Describe the facility or environment in which work is performed. Describe also any confining or constraining conditions, the extent to which the employee is exposed to outdoor elements, to any irritants or potential natural or created hazards, distressing events or potentially harmful acts from others. State what safeguards are in place or available to relieve or minimize hazards.
9. Machines, Tools, Instruments, Equipment and Materials Used: List the primary tools, instruments and equipment which the employee must be able to use to accomplish the work.
10. Visual Attention, Mental Concentration and Manipulative Skills: Identify the work processes which require visual attention, mental concentration, and any accompanying manipulative skills (use of fingers, hands or feet) required to accomplish the work. Explain how frequently such effort is required and its duration.
11. Safety for Others: Identify any hazards or work procedures which could be potentially harmful to others and what precautions and rules must be followed to prevent such occurrences.
12. Dynamics of Work: Describe and explain the nature, extent, frequency and type of changes which impact upon the work, and the cause or source of such changes. If the position is supervisory, describe the degree of responsibility for assigning and implementing such changes. (Changes in technology, procedures, policies, seasonal changes, etc., should be included.)

III. Knowledge, Skills & Abilities & Training and Experience Requirements:

Address the following statements and questions concerning the beginning, or entry, (A) knowledge, skills, and abilities, and (B) training and experience requirements. Do not consider duties which a new employee would be trained on-the-job to perform.

- A. List all of the knowledge, skills, and abilities essential to perform the work at the beginning or entry level. Include any physical abilities required.
- B.
 1. State the minimum level of formal training necessary to aid a person in developing the entry knowledge, skills and abilities. Please specify area(s) of study and courses, if possible.
 2. Would this formal training fully prepare an individual for entry into this position? If not, what (s) of other training and/or experience (consider paid work, volunteer work, or other applicable life experience) would be necessary in addition to the formal training?
 3. What type(s) of training and/or experience (paid work, volunteer work, etc.) might be substituted as being equivalent to the formal training?
- C. Is a license or certification required by statute to perform the duties of this position? If so, describe, and identify the statute.

IV. Certification: Upon completion of the entire description, sign and date the form in the space provided in Section IV. (Refer to page 1 of these instructions under General Instructions, second paragraph.)