

University of Colorado at Colorado Springs

Job Description

Professional Exempt Employee

Job Title: **Sustainability Officer**, Position Number: XXXXXXXX

Minimum Requirements:

Master's degree in related field or demonstrated commensurate work experience required or an equivalent level of relevant environmental work experience in operations and maintenance at a local, state, or federal facility. At least 2-years of hands-on experience implementing environmental or sustainability programs. At least 5-years experience in a related field. Experience in academic setting preferred. Must have excellent interpersonal communication skills as well as writing, public speaking and computing skills. Demonstrated writing skill is a must. Ability to creatively overcome obstacles. Skilled in working with diverse academic community. Able to work independently, but is an excellent collaborator and team player. Can balance own agenda with the goals of the group and the good of the institution while still providing leadership. Possesses a good sense of humor and is flexible. Necessary Special Requirements: Must possess and maintain a valid State of Colorado driver's license, be willing and able to respond to UCCS emergencies, including environmental spills, within 30-minutes. Must pass a pre-employment background check and drug-screening as part of the selection process.

Duties include, but are not limited to:

The Sustainability Officer is accountable to the Facilities Services Director and makes recommendations to the administration, Facilities Services, Purchasing, IT Services, Finance and Accounting, Public Safety, University Center, Housing, and other departments on campus, regarding methods and technologies to reduce waste, save energy, reduce greenhouse gas emissions, increase environmental awareness, and act in an environmentally responsible manner. Assists in implementing proven and emerging technologies into the environmental management of UCCS. Is responsible for the planning and execution of the UCCS Energy Performance Management program. Conducts a campus environmental audit/assessment every 2-years, compiling information for and preparing the biennial "The State of UCCS Environment" report. Disseminates reports, celebrating achievements, targeting weaknesses and identifying areas for improvement. Works with the UCCS Environmental/Health and Safety Officer to ensure that the institution is in compliance with state and federal environmental regulations. Advances sustainability in such areas as current operations, curriculum, future visioning, and community development. Supports green building initiatives in conjunction with the UCCS Master Plan. Identifies opportunities for local purchasing and investment in the local economy. Educates all members of the campus community about environmental responsibility and promotes environmentally sound campus stewardship and commitment to long-standing successful programs. Conducts an environmental awareness, energy and recycling orientation session for all new students during their campus orientation in conjunction with Student Success and for new faculty and staff throughout the year in conjunction with Human Resources. Develops and maintains UCCS Environmental website using Facilities Services technical resources. Consistently promotes campus environmental responsibility through various methods including presentations and demonstrations, UCCS radio station, student and faculty/staff newspapers, and presence at local and community events among other diverse and creative methods. Prepares an annual fact sheet regarding the UCCS environment. Assists in preparation of power point presentations to educate and inform regents, local community members, and outside organizations. Assists with the regular revisions of "UCCS's Sustainable Design and Construction Guidelines" document and the implementation process on a regular basis. Tracks new state and national green design standards and other innovations as this field evolves. Participates with local agency activities centered on sustainability or environmental awareness.