



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Specialist II, Sustainability (Sustainability Project Manager)</i>	Last Revised/Approved: <i>09/05/2018</i>
Job Code:	Reports To: <i>Manager III, Design & Construction</i>
Office: <i>Office of School Administration</i>	Department: <i>Facilities & Maintenance</i>

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Provides leadership in support of the District’s plans to incorporate sustainability activities aimed at reducing the environmental impact of MPS’ operations. Serves as/assists the lead person for all sustainable project activities, including energy management, waste and recycling strategies, potable and storm water management, LEED or comparable green building standards, conservation, green initiatives and infrastructure improvements. Manages sustainability projects, including analyzing, tracking and reporting energy and cost metrics to evaluate program effectiveness. Works in collaboration with various organizations including the Milwaukee Metropolitan Sewerage District and the City of Milwaukee on sustainability project opportunities including stakeholder coordination, identification of funding commitments, and project implementation.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Advises on, develops, administers, documents and communicates comprehensive programs that promote sustainability, including construction and renovation, facility operations, resource conservation and greening schools and the work place.
- Initiates and maintains programs to establish and strengthen sustainable practices with support staff and school personnel.
- Coordinates Work with MPS Facilities and Maintenance personnel, contractors, and regulatory authorities as required to coordinate and develop sustainable environmental and energy conservation programs.
- Assists the MPS Mechanical and Electrical Engineers in identifying energy saving measures for buildings and equipment.
- Works with Wisconsin’s Focus on Energy Program to identify additional opportunities for funding new and innovative energy savings projects for MPS.
- Develops recommendations and processes to reduce quantities of hazardous waste generated throughout MPS by identifying opportunities for material elimination and/or substitution.
- Assists with the MPS Building Operations staff to promote recycling and waste reduction and to ensure compliance with applicable regulations.

- Assists the MPS Design and Construction Services Recreation staff on planning and design for green playgrounds, parking lots and playfields.
- Serves as the point person for project requests for sustainability and green infrastructure requests from schools
- Develops measurable data, monitors and reports program performance to administration.
- Provides assistance with preparation of annual MPS utility budget to identify energy cost savings.
- Researches potential grant funding opportunities and collaborates with MPS Grants Development to apply for grant funds that further advance sustainability initiatives for MPS.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelors of Science degree, preferably in Environmental Science, Engineering or related field.
- LEED certification and registration as a professional engineer in the State of Wisconsin is strongly desired but it is not required.
- Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in environmental studies, mechanical or electrical engineering, energy management, sustainability, resource conservation, green building or other related areas with the responsibility for planning, administering, organizing and coordinating programs is acceptable

Experience Requirements:

- Minimum of three (3) years of relevant work experience in utility conservation
- Expertise in local, state and federal policy relating to environmental matters preferable.
- Public sector experience is desired.

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Experience with environmental sustainability issues and/or energy planning, program implementation and communication.
- Comprehensive knowledge of energy and conservation program development and energy technologies
- Ability to gather, interpret and analyze data regarding energy use and implement energy conservation techniques and methods.
- Knowledge of recycling programs and waste education methods.
- Knowledge of green infrastructure, including parking and playground areas.
- Ability to assess technical specifications for energy management programs and policies
- Ability to analyze a variety of administrative and technical problems and to make sound policy and procedural recommendations
- Ability to organize resources, establish priorities, and meet deadlines and objectives
- Ability to work independently and in a team environment
- Working knowledge of Microsoft Excel, Word and Power Point.
- Demonstrated experience in writing technical reports and presentations as well as general correspondence.
- Ability to communicate with a variety of personnel at various levels of experience.
- Ability to evaluate various design and construction methods based on technical data, material history and constructability.
- Organizational skills are critical and to maintain many projects with differing deadlines
- Must be able to work successfully with a diverse population.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Office environment, occasional school/site visits.

- May be exposed to dirty and dusty conditions and noise commonly encountered on job sites.
- Subject to irregular working hours including after hours and weekend work
- Travel around the city of Milwaukee is required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.