

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Project Green Specialist	<b>CLASSIFICATION:</b>	Non-Represented Management / Classified
<b>SERIES:</b>	Specialist III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	4939	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Support Services	<b>SALARY:</b>	Range 7 Salary Schedule A
<b>REPORTS TO:</b>	Director III, Facilities Maintenance & Environmental Sustainability	<b>CABINET APPROVAL:</b>	01-30-15

**BASIC FUNCTION:**

Plan, organize, control, and direct the District’s Project Green activities. Provide strategic direction and implement practices to transform educational facilities by incorporating healthy, environmentally friendly, and energy efficient components; compile and analyze data, prepare reports and communications relative to energy and water conservation programs, and sustainability efforts.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Identify opportunities for ecological sustainability and environmental improvements in the District’s capital improvement projects; raise awareness of the potential impact of the emerging sustainable development imperatives, whether from emerging legislation or best practices in social responsibility. **E**

Annually, develop school site ‘green teams’ and coordinate all efforts related to Project Green training, project identification; identify experts in the field of sustainability to work with school sites on projects; establish independent panel and evaluation documentation; and plan and organize annual Project Green awards. **E**

Support green building design standards, including introducing standards and resources to project teams, reviewing energy models and life-cycle costing results, and facilitating the integrated design and life-cycle costing processes. **E**

Create a “green” learning environment through the use of cutting-edge energy technology, energy efficient and day lighting, energy-efficient HVAC systems, earth-friendly wall systems and flooring, insulation with high R-Value, high efficiency doors and windows, zero-volatile organic compound (VOC) paints, drought-tolerant landscaping, motion detectors, the use of recycled materials, and energy management systems. **E**

Work with other department administrators to improve energy management systems through benchmarking, collecting and assessing data, and evaluating energy and water cost savings programs; and develop valid comparisons of similar sites. **E**

Promote green school goals to measure and reduce the District's ecological footprint, while making the school environment healthier for students and staff. **E**

Encourage and support a garden in every school to enhance academic achievement, a healthy lifestyle, environmental stewardship, and community and social development; promote the importance of farm-to-school organic produce. **E**

Assist in bringing environmental learning to District classrooms to educate students, faculty, and the community on green technology. **E**

Identify funding options and resources for sustainable construction and modernization, renewable energy projects, and energy and water conservation projects. **E**

Work with Facilities Support Services staff to coordinate Project Green project oversight to ensure successful completion of awarded projects within budget. **E**

Support other directors in providing operational assistance and leadership to trade supervisors, focusing on building managerial capacity. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, vendors, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Facilities Support Services. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree, and at least two years of responsible experience preferred in K-12 school facilities maintenance, construction, operations, energy conservation, sustainability, project planning, construction accounting, school gardens or related field.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

#### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Accepted energy and environmental principles, established practices, and emerging concepts.  
 Green technology and sustainability programs.  
 Green schoolhouse project and LEED.  
 Budget preparation and control.  
 Applicable laws, codes, regulations, policies, and procedures.  
 District organization, operations, and objectives.  
 Interpersonal skills using tact, patience, and courtesy.  
 Effective oral and written communication skills.  
 Principles and practices of management, supervision, and training.  
 Evaluation approaches, strategies, and techniques.  
 Operation of a computer and related software.

**ABILITY TO:**

Transform educational facilities by incorporating healthy, environmentally friendly, and energy efficient components.  
 Promote energy efficiency and sustainability.  
 Gather, interpret, and analyze statistical data.  
 Work collaboratively, think analytically and creatively, and achieve results.  
 Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Establish and maintain cooperative and effective working relationships with others.  
 Communicate effectively, both orally and in writing.  
 Interpret, apply, and explain rules, regulations, policies, and procedures.  
 Analyze situations accurately, and adopt an effective course of action.  
 Plan and organize work to meet schedules and deadlines.  
 Prepare comprehensive narrative and statistical reports.  
 Supervise and evaluate the performance of assigned staff.  
 Operate a computer and related software.  
 Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; climb stairs or ladders; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE PHYSICAL ABILITIES:**

Reviewing projects during construction; work at heights.

**HEALTH BENEFITS:** District pays a portion of the employee’s health benefits through District-offered plans.

**APPROVALS:**

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Cancy McArn, Assistant Superintendent

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Date

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José A. Banda, Superintendent

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Date