

## **SUSTAINABILITY OFFICER**

### **GENERAL RESPONSIBILITIES**

Responsible for administering and managing sustainable schools construction projects (design, construction and inspection) for buildings contained either in the capital improvement program or the operational budget. Coordinate between contractors, design consultants and staff to provide a completed construction project on time and under budget.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist with the Capital Improvement Program (CIP) and school operational budget submission.
- Update Capital Project Resource Management System project status reports.
- Compose owner/contractor agreements and recommends for execution by VBCPS.
- Verify and approve contractor's applications for payment.
- Analyze and negotiate change order proposals for scope schedule and price and recommends for execution by VBCPS.
- Solicit, verify and approve proposals for work by various contractors for VBCPS.
- Administer contracts for work by various contractors for VBCPS.
- Review and recommend changes in construction document submittals from design consultants.
- Verify and ensure that contractors are performing work in accordance with contract documents.
- Verify and approve applications for payment from all consultants and contractors.
- Coordinate changes in construction with local city and state officials.
- Perform public relations duties with respect to construction projects.
- Coordinate furniture & equipment purchases and deliveries with construction activities in keeping with the sustainable schools philosophy.
- Coordinate furniture & equipment locations with building power and data infrastructure.
- Coordinate programmatic aspects between VBCPS staff and design consultants.
- Interact with staff at facilities where projects are ongoing to ensure minimum impact on that facilities program and staff.
- Correspond with VBCPS staff, design consultants and contractors.
- Attend meetings with VBCPS staff, design consultants and contractors.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to coordinate planning and construction activities; determine project scope, budget, cost estimates; set/assess quality standards for materials and equipment; mediate and resolve issues between contractors and staff; prepare written reports and proposals; requires extensive knowledge of the United States Green Building Council Leadership in Energy and Environmental Design (USGBC LEED) rating system; comprehensive knowledge of the principles, practices and procedures of building construction; comprehensive knowledge of the general laws and administrative policies governing school budgeting and financial practices and procedures; comprehensive knowledge of risk management techniques and methods; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with contractors, architects, engineers, school administrators, the School Board, associates and general public.

**EDUCATION AND EXPERIENCE**

Bachelor of Science in Architecture, Engineering or Construction Management. Minimum of five years of experience with Architecture/Engineering firm or with a Contractor. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Requires extensive standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- LEED certified design and construction.
- Possession of a valid driver’s license

FLSA status: Exempt	Description: Dev. 7/07, 10/12, 3/16
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