

Sustainability Manager



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APPLY

Salary ⓘ \$78,520.00 - \$101,004.00
Annually

Location ⓘ Racine, WI

Job Type Full-Time

Department Mayor's Office

Job Number 202200473

Closing 2/10/2022 5:00 PM Central

DESCRIPTION

BENEFITS

QUESTIONS

Job Description

We offer a great benefits package including medical, dental, pension program, HSA, and generous time off. City residents will earn a 3% differential on top of the hourly pay range. Learn more and apply today!

POSITION PURPOSE:

This position manages and implements the City of Racine Office of Sustainability and Conservation, embracing the best ecological practices and policies extending into government, community, services, and infrastructure. The program's ultimate goal is to protect and optimize the City's natural resources and "built" environments by creatively incorporating sustainable practices and behaviors throughout the City of Racine and the Retail Service area of the Racine Water Utility. These programs are accomplished in accordance with the City's commitment to sustainability, resilience, and adaptation.

Essential Duties

ESSENTIAL FUNCTIONS :

- Researches, and applies for, applicable grants in order to further develop and improve sustainable City initiatives.
- Administers and manages grants if received to improve City sustainability efforts or conservation efforts
- Develops criteria, policies, and procedures for sustainable programs. Administers training and outreach to City personnel for the development, adoption, and implementation of sustainable practices in City operations.
- Assists departments in identifying and implementing best practices in sustainable operations by acting as a resource to and directing staff activities with the public, City departments, and other organizations on programs and policies related to the Sustainability and Conservation as directed by the Mayor, and/or Chief of Staff, specifically in the areas of conservation, transportation, pollution prevention, and climate action.
- Strengthens existing partnerships with community organizations and expands network and partnerships.

- Identifies potential energy savings and greenhouse gas reduction projects/strategies, and evaluates such projects/strategies in terms of feasibility and satisfaction of designated criteria.
- Represents the City at external meetings, and as a member of external organizations and committees. May make presentations to City Council and/or represent the City and/or Utility at meetings of City Boards and Commissions and civic or professional groups. Required meetings may be held outside of normal business hours.
- Serves as the primary staff person responsible for reporting on efforts towards the STAR/LEED community-rating framework.
- Maintains current knowledge of trends and initiatives in the field of sustainability by attending relevant conferences/seminars, and/or by networking with counterparts at other organizations.
- Conducts research studies and surveys and produces reports recommending appropriate courses of action for solutions to environmental/sustainability problems.
- Directs the preparation of reports, documents, and correspondence and makes public presentations;
- Performs other duties as required.

Qualifications

Qualifications:

- Bachelor's degree from an accredited college or university in natural or environmental science or studies, sustainability studies, public policy, or a substantially similar area and three (3) or more years of work experience in sustainability policy and program development, research and analysis, and project management. Combination of experience & education will be considered.
- Must possess a valid driver's license.

Knowledge, skills, and abilities in the following areas:

1. Considerable knowledge of issues, laws and regulations related to all areas of sustainability.
2. resource conservation, transportation, pollution prevention and public health protection, and community and economic development.
3. Ability to communicate effectively both orally and in writing; including making presentations to a variety of audiences throughout the City and community.
4. Ability to research new initiatives and implement in a seamless fashion.
5. Ability to identify, analyze and problem solve, assisting departments in incorporating sustainable practices into the organization.
6. Ability to develop, implement and evaluate projects and programs.
7. Ability to provide effective project management oversight.
8. Ability to interact effectively with City staff, the public, and City boards and commissions.

Supplemental Information

PHYSICAL REQUIREMENTS OF WORK:

A majority of the work is performed indoors in an office environment, occasionally performing field visits/observations of practices, projects and environments. Work involves frequently changing priorities and the ability to meet tight deadlines. May require occasional work at off-site locations.

SUPERVISION:

Works under the supervision of the Chief of Staff and Mayor, who outlines work assignments and reviews work in progress and completed work. Works closely with all departments to educate and assist in the incorporation of sustainable practices as appropriate. Employee is expected to provide leadership to all City departments in achieving sustainable goals. Guidance is provided via City Code, City policies and procedures and/or initiatives,

applicable state and federal laws and regulations, as well as a wide variety of information relating to sustainable practices, ensuring that initiatives meet legal requirements. Work is evaluated at least annually with respect to progress toward achieving goals, leadership, communication skills, customer service, ability to work productively and effectively with employees at all levels in the organization as well as elected and appointed officials, community groups and the general public.

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PUBLIC CONTACT:

The employee has regular contact with employees at all levels within the organization as well as individual citizens and groups, elected officials, and various people from other organizations outside of the City of Racine and the surrounding area

Agency

City of Racine

Address

730 Washington Avenue, Room 204

Racine, Wisconsin, 53403

Phone

262-636-9175

Website

<http://www.cityofracine.org> (<http://www.cityofracine.org>)