



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Assistant Director, Sustainability Services
Job Class: Administrative
Department: Facilities Management & Planning
Reports to: Executive Director, Facilities Management & Planning
FLSA status: Full-time/Exempt/

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

Mission: Otterbein University is committed to pursuing the ideal of sustainability in its institutional practices, and will act in ways that will result in the economic, social and environmental sustainability of our community. The University accepts the common definition of sustainability as the ability to meet the needs of the present without compromising the ability of future generations to meet their needs, and seeks to create this environment through the implementation of good practices in the area of environmental, social and economic sustainability through integrated academic curriculum and student learning experiences, facility construction and maintenance activities, and in the establishment and maintenance of partnerships with our local, regional and global communities.

SUMMARY: The Assistant Director, Sustainability Services, will serve as the Chief Sustainability Officer for Otterbein University. They are responsible for leadership and oversight of all efforts to encourage sustainability, preserve resources, and protect the environment. Internally, they will develop strategies to institutionalize sustainability in Otterbein University's culture and investment decision-making, with the goal of establishing Otterbein University as a leader in the field. Externally, they will provide education, promotion, outreach into the community, and develop business opportunities to generate revenue and support further activity in the field. Finally, this position will establish good data driven metrics to measure performance and insure continuous improvement over time.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted

values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES of this position include, but are not limited to, the following:

Academic Engagement: Works with faculty and administration to promote the use of sustainability programs and disseminates resource material and information from multiple outside resources. Interacts with departments to initiate or enhance existing sustainability efforts by providing suggestions that lead to more sustainable operational systems, coordinates existing sustainable practices across departments, and shares ideas regarding successful initiatives across departments.

Community Engagement: Builds involvement and support for sustainability projects among faculty, staff, and students across campus and the community at large. Identifies opportunities for outside grant funding, rebate programs, or other savings programs. Communicates sustainability initiatives to the President and Cabinet members. Publicizes, promotes, and communicates Otterbein's sustainability efforts within and outside of the campus community. Documents progress towards sustainability and promotes broader awareness of Otterbein's environmental efforts and accomplishments. Actively disseminates information on issues of sustainability, especially regarding the environmental impact of Otterbein activities.

Operations Management: Provides support to the Office of Facilities Services for the development and implementation of energy management and natural resource conservation projects, including energy conservation and future building projects. Provides recommendations including funding sources to improve operational efficiencies, analyzes effectiveness, and project results. Develops and coordinates a process that leads to the creation of sustainability standards and policies that can be implemented at an institutional level (i.e. transportation, waste management, purchasing, etc.). Creates detailed implementation plans and makes recommendations to University administration; works with departments to implement approved project plans; analyzes effectiveness and project results.

Student Engagement: Promotes student involvement in sustainability opportunities and initiatives campus wide. Educates the student body in sustainable practices, behaviors, campus initiatives, operational initiatives, and academic initiatives. Conveys the importance of the economic, social, and environmental dimensions, and encompasses the concept of stewardship, the responsible management of resource use.

Waste Management: Take steps to significantly reduce Otterbein University's solid waste stream by increasing opportunities to reuse, reduce and recycle.

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES: As a member of Facilities Management & Planning, Assistant Director may be required to supervise a number of skilled and unskilled workers, student employees, external contractors, and volunteers as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from four-year college or university; or a minimum of five years related experience and/or training; or equivalent combination of education and experience. Must have experience supervising/coordinating groups.

CERTIFICATES, LICENSES, REGISTRATIONS: Must maintain a valid Ohio driver's license and be able to successfully obtain and maintain the University alert driving certification.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, peers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS: Must be competent in use of computers in related work as well as the Windows suite of applications relevant to this assignment.

TECHNICAL SKILLS: Knowledge of environmental management policies, issues and initiatives. Experience with energy, water and waste conservation. Understanding of environmental best practices in universities preferred. Knowledge and understanding of contract documents; federal, state and local environmental codes and regulations; and industry standards.

Must have extensive knowledge and understanding of the following:

- Building automation and controls
- Brundtland Report (1987), Millennium Development Goals (2000), and Sustainable Development Goals (2015) – United Nations
- Energy distribution, management, and conservation
- Grant accounting, administration, and preparation
- USGBC, LEED Accreditation, and Energy Star Rating System

REASONING ABILITY: Must possess the ability to establish and maintain effective working relationships with diverse constituencies and partnerships; must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies; must be able to handle multiple projects independently; must be able to analyze complex requests and requirements and make effective recommendations and proposed solutions. Must be able to make quick informed decisions. Must possess the capacity to understand how several simple systems accomplish the same result. Problem-solve simple but large tasks. Develop strategies to make a successful operation.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves traveling throughout the University and could, on occasion, require bending, reaching, kneeling, crouching, crawling, standing, waling, pushing, pulling, lifting, talking, and hearing. Must be able to spend prolonged periods of time working on an office PC and spend time outdoors; must be able to work under deadlines. While performing the duties of this job, the employee must be able to pick up to 30 pounds. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are primarily performed in offices, classrooms, and outdoors.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130