

**Town of Natick
Job Description**

Position Title:	Sustainability Coordinator	Grade:	3
Department:	Select Board/Town Administration	FLSA Status:	Exempt
Reports to:	Sustainability Director		

Statement of Duties:

The Sustainability Coordinator is responsible for assisting the Sustainability Director in the development and administration of programs, policies and initiatives to advance Natick’s sustainability objectives.

Supervision:

Under the general direction of the Sustainability Director, the Sustainability Coordinator is expected to work both collaboratively and independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Supervisory Responsibility:

This position does not require the regular supervision of employees, but may supervise the work of volunteers, interns, or consultants.

Accountability:

The Sustainability Coordinator must be ethically responsible for their work products. Consequences of missed deadlines, document errors, or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment:

Work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity:

Work consists of applying various concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with

established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work. Errors could result in delay or loss of service and possible legal ramifications.

Confidentiality:

Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment:

- The work environment for this position is typical of a municipal office environment, with occasional exposure to outside elements. Majority of work is performed in a moderately quiet work environment, with occasional interruptions.
- This position will have frequent contact with Town department staff, public officials, general public, vendors, consultants, and outside agencies and organizations. Contacts require a high degree of tact, diplomacy, and confidentiality.
- Duties also require travel within the Town to plan, oversee, or provide services; and may require extended periods spent at computer terminal, on telephone or operating office machines, requiring eye-hand coordination and finger dexterity. Occasional out-of-Town travel will be required to attend meetings, training programs or similar events.
- This position will regularly be required to work beyond regular business hours to attend evening or weekend events/meetings, or complete work assignments.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist with the planning and administration of Town energy efficiency and electrification initiatives and programs, including but not limited to: Green Communities, Climate Leaders, Community First Partnership (Mass Save), Municipal Electricity Aggregation, MAPC Accelerating Climate Resilience, MA Green School Works, and more.
- Coordinate efforts in managing, measuring, and monitoring energy usage and greenhouse gas emissions.
- Cultivate and support sustainability policies, planning and procurement practices related to municipal buildings and the municipal fleet.

- Support project management and planning for sustainability-related capital projects and grants, with a focus on building de-carbonization and fleet electrification.
- Assist residents, businesses, builders, and contractors with energy efficiency and greenhouse gas emissions actions.
- Assist in project review for development projects when needed.
- Work with various boards and commissions to support the community relative to sustainability goals.
- Assist with other Sustainability-related activities as directed.

Recommended Minimum Qualifications:

The Sustainability Coordinator must fulfill the following qualifications or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

Education and Experience: Bachelor’s degree in Environmental Studies, Energy or Environmental Policy or other related field, plus a minimum of two years of professional experience in sustainability planning, energy efficiency and/or renewable energy market; or any equivalent combination of education, training and experience.

Knowledge, Abilities & Skills:

- Knowledge and experience in sustainability planning, climate change, energy efficiency, building and/or vehicle electrification, renewable energy and environmental sustainability principles.
- Strong analytical skills. Ability to collect, analyze, interpret, evaluate data, in addition to preparing charts, maps, and other tools used in the analysis of data.
- Excellent communication skills. Ability to communicate effectively orally and in writing with state and federal agencies, contractors, developers, property owners, supervisors, employees, and the general public.
- High proficiency with Microsoft Office and proficiency in Excel applications, Google Suite, data management, and statistical interpretation.
- Ability to work cooperatively in a diverse community and to maintain effective relationships with parties who may have conflicting opinions.
- Possession of a valid motor vehicle operator’s license.

Physical and Mental Requirements:

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 position's essential functions.

- Physical Skills: The ability to lift up to 30 pounds.
- Motor Skills: Duties may involve close hand-eye coordination and physical dexterity.
- Visual Skills: Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.