



SUSTAINABILITY OFFICER

GENERAL RESPONSIBILITIES

Responsible for administering and managing sustainable school's 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 FUNCTIONS

(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 school's 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

Required:

Bachelor of Science in Architecture, Engineering or Construction Management.

Minimum of five (5) years of experience with Architecture/Engineering firm or with a Contractor.

Leadership in Energy and Environmental Design (LEED)certified design and construction.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional, walking, standing, bending, stooping, and driving. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift 20 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

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

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.