



Job Title	Sustainability Manager
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

The Sustainability Manager is responsible for the development and administration of programs, policies, and various initiatives to advance municipal sustainability and environmental objectives.

Supervision

Received	Director of Public Works
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Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Oversees the implementation and prioritization of the Climate Action Plan to achieve Needham's sustainability objectives; works closely with the Climate Action Plan Committee (CAPC) to accomplish goals; recommends and supports sustainability guidelines and policies.
- Forms strategic partnerships across municipal departments, multiple-member bodies, nonprofit organizations, and community groups to advance sustainability goals.
- Collaborates with municipal personnel and develops climate communication strategies and disseminates information to the public to achieve sustainability goals; works toward cultural shifts to enhance sustainability.
- Identifies sustainability-related program funding sources and grant opportunities; prepares requests and coordinates project implementation.
- Oversees data collection efforts, including greenhouse gas baseline; inventories commercial suppliers and manages energy use databases; sets goals and tracks progress against key performance indicators.
- Implements municipal Community Electricity Aggregation (CEA), including coordination across municipal departments and the school district.
- Remains informed of emerging trends and professional advances in sustainability policy; conducts research on new energy technology, infrastructure upgrades, and project opportunities to achieve sustainability goals.
- Designs and implements effective sustainability education and training programs for municipal employees.

- Prepares presentations, documents, reports, and recommendations for municipal officials, multiple-member bodies, town meetings, and other events on an as-needed basis; disseminates results of various studies, reports, projects, and policy efforts.
- Selects and manages external consultants to conduct studies, projects, and reviews as they relate to sustainability goals.
- Provides customer service to the general public; promotes and maintains responsive community relations.
- Performs other related job duties as required.

Education and Experience

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's degree in environmental studies, urban and regional planning, or related field.
- 4 to 6 years of related experience
- Valid driver's license.

Knowledge, Ability, and Skill

In addition to appropriate education and experience, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Knowledge of sustainability planning, environmental management, climate change mitigation planning, energy efficiency, renewable energy, and operationalizing related policies, programs, and initiatives. • Knowledge of municipal government operations, including local, state, and federal permitting and funding opportunities. • Knowledge of public works operations, including building maintenance and facilities.
Ability to	• Ability to read and understand a variety of technical documents. • Ability to communicate orally and in writing effectively and deal professionally with a variety of people. • Ability to establish and maintain effective and harmonious relationships with employees, municipal officials, the public, and others. • Ability to prepare and administer programs, policies, and initiatives as they relate to sustainability, energy efficiency, and long-term environmental planning. • Ability to analyze and interpret data related to sustainability planning.
Skill in	• Public relations skills. • Time management skills. • Skills in developing policies and procedures in order to accomplish organizational goals. • Skills in the synthesis of complex data and technical information for broad public understanding.

Physical and Environmental Working Conditions

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative work in an office environment; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work outside of the office may involve exposure to conditions such as uneven terrain, confined spaces, heights, hot or cold temperature extremes, dirt, grease, fumes, intense odors, unkept residences, and loud noises.
- Sits or stands, with intermittent periods of stooping and walking. May be required to move objects such as files, boxes of paper, office supplies, and office equipment.
- Applies motor skills to move objects, file and sort documents, and use office equipment such as telephones and computers.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, maps, blueprints, and forms; inspects surroundings and fine details to assess conditions of materials, equipment, landscapes, and buildings; reviews detailed information displayed on a computer screen.
- Must occasionally lift and/or move up to and including 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer