

**Town of Sudbury  
Sustainability Coordinator  
Facilities Department  
Full-time: 35 Hours/Week**

The Town of Sudbury is seeking a full-time Sustainability Coordinator to fill a newly created position reporting directly to the Facilities Director. The Sustainability Coordinator will support the development and implementation of actions, policy, and program decisions to ensure the Town of Sudbury is a leader among the Commonwealth in addressing environmental sustainability, including but not limited to: assistance to divisions in the development of resilience and adaptation strategies for the effects of a changing climate; the creation of departmental strategies, goals and benchmarks for mitigating carbon emissions in response to objectives and priorities set by the Town and the development and implementation of educational materials and programs that capitalize on the potential of the Town of Sudbury's public-facing sites and programs to raise awareness among our community about environmental sustainability. The primary role of the Sustainability Coordinator will be to direct and coordinate Town sustainability actions including, but not limited to, resiliency and climate mitigation and adaptation actions called for in the Town's Master Plan, Hazard Mitigation Plan, and Municipal Vulnerability Preparedness Plan.

The Sustainability Coordinator will lead the development, planning, and implementation of initiatives to reduce the Town's ecological footprint, integrate sustainability and resiliency throughout town-wide operations, and protect the long-term well-being of the Town and its residents.

Minimum Qualifications: Bachelor's degree in related field; Master's degree or higher preferred. 5 years of relevant work experience in independently managing complex projects from start to successful completion; experience developing public education/communication programs related to sustainability, particularly the ability to effectively communicate technical/quantitative information to non-technical audiences.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR>.

*Starting* salary range is \$69,804 to \$81,391 (top step in range to \$91,810) plus excellent benefits. Email letter of interest and resume to [durans@sudbury.ma.us](mailto:durans@sudbury.ma.us). Resumes accepted *until Wednesday, October 19 at noon*.

AA/EOE

**See complete job description below:**

## **SUSTAINABILITY COORDINATOR**

### **Position Purpose**

The Sustainability Coordinator will support the development and implementation of actions, policy, and program decisions to ensure the Town of Sudbury is a leader among the Commonwealth in addressing environmental sustainability, including but not limited to: assistance to divisions in the development of resilience and adaptation strategies for the effects of a changing climate; the creation of departmental strategies, goals and benchmarks for mitigating carbon emissions in response to objectives and priorities set by the Town and the development and implementation of educational materials and programs that capitalize on the potential of the Town of Sudbury's public-facing sites and programs to raise awareness among our community about environmental sustainability. Reporting directly to the Facilities Director, the primary role of the Sustainability Coordinator will be to direct and coordinate Town sustainability actions including, but not limited to, resiliency and climate mitigation and adaptation actions called for in the Town's Master Plan, Hazard Mitigation Plan, and Municipal Vulnerability Preparedness Plan.

The Sustainability Coordinator will lead the development, planning, and implementation of initiatives to reduce the Town's ecological footprint, integrate sustainability and resiliency throughout town-wide operations, and protect the long-term well-being of the Town and its residents.

### **Supervision**

*Supervision Scope:* Performs varied and responsible functions requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to interpret guidelines, policies, procedures, and practices.

*Supervision Received:* Works under the direction of the Facilities Director, following department rules, regulations, and policies, requiring the ability to plan and perform operations, and to complete assigned tasks according to a prescribed time schedule. Functions independently in directing and coordinating functional aspects of the position, referring to the Facilities Director on proposed revisions or exceptions to policies.

*Supervision Given:* Provides collaborative, functional guidance on Town sustainability initiatives to other Department staff and Town departments.

### **Work Environment**

Work is performed in a typical municipal office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.

Operates all department computers and technologies, calculator, telephones and/or dispatching equipment, copier, facsimile machine, and all other standard office equipment. Some equipment may be specialized to a particular department.

Makes 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.

Has access to department related confidential information.  
Errors could result in delay or loss of service and possible legal ramifications.

### **Essential Duties and Responsibilities**

*The essential functions or duties listed below are illustrations of the type of work 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.*

Coordinates the overall execution, mission, and efficacy of the Town's sustainability program.

Designs and implements *new* departmental sustainability strategies to address various environmental concerns including energy use, conservation, adaptation to climate change, reduction of pollution, recycling, and general education on sustainability and environmental science.

Works closely with various departments and coordinates with Facility Department to facilitate the future energy conservation projects throughout the Town buildings and K-8 Schools.

Plans and makes policy recommendations to address the impacts of climate change and how Town sites may become more resilient to them through adaptation interventions, preparedness, and recovery programs.

Coordinates educational and outreach initiatives related to sustainability, science, and climate change (such as educational materials, signage, and programming) with the Town's communications and marketing team and divisional leadership.

Ensures the Town's compliance with all sustainability-related directives, executive orders and policies of the Commonwealth.

Supports and participates in climate-related intra and interagency committees, working groups, task forces, etc., including working with the Energy and Sustainability Committee.

Take a lead role in preparing and publishing a written Climate Mobilization Action Plan (CMAP) for the Town that meets the standards in the Climate Emergency Declaration passed by Town Meeting within 12 months of the start date.

Address relevant sustainability, resiliency, and environmental Action Items as specified in the Master Plan.

Coordinate sustainability data collection efforts, including community-wide greenhouse gas inventory studies.

Take a lead role in establishing S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, and Time-bound) goals to annually assess and report on progress against key performance indicators to Town officials and residents at Town Meeting and other public forums.

Facilitate strategic partnerships across all Town departments, Committees, and Boards to advance the Town's sustainability goals, including integration of climate consideration into Town planning processes, department operations, and decision-making.

Collaborate with and leverage the technical expertise and Town-specific knowledge of existing Town boards and committees, such as the Energy and Sustainability Committee.

Coordinate the overall execution, mission, and efficacy of the Town's sustainability program.

Partner with Town and School departments, residents, and the commercial sector to coordinate and implement energy efficiency, waste reduction, water conservation, clean transportation, greenhouse gas reduction, climate adaptation, and resiliency projects and programs.

Lead the process of obtaining grants and other funding resources to support sustainability goals from a broad portfolio of potential sources (local, state, or private), and coordinate efforts with Town staff and other partners to solicit funding.

Convene and lead an advisory team of municipal representatives and Town residents to advance the Climate Mobilization Action Plan, and serve as staff liaison to the broader community, including proactive community outreach, feedback solicitation, and engagement across communication channels (i.e., an official town website, in-person forums, social media, and newsletters).

Design and implement education, communication, and training programs for Town residents and employees related to the Town's sustainability goals and projects.

Perform other tasks as assigned by the Facilities Director.

### **Recommended Minimum Qualifications**

#### **Education, Training, and Experience:**

Bachelor's or higher degree in environmental science, urban affairs/planning, sustainability studies, public administration/policy, physical sciences, sociology, engineering, business administration, or other relevant disciplines. Master's degree or higher preferred. At least 5 years of relevant work experience in independently managing complex projects from start to successful completion. Experience developing public education/communication programs related to sustainability, particularly the ability to effectively communicate technical/quantitative information to non-technical audiences.

A commitment to the highest standards of scientific integrity, transparency in decision-making, and fact-based public policy.

Must have a valid driver's license. Must be CORI/SORI compliant.

#### **Knowledge, Ability, and Skill:**

**Knowledge:** Thorough knowledge of municipal, corporate, and/or academic sustainability program management; experience in developing, implementing, and maintaining environmental management programs. Thorough knowledge of office procedures, practices, and terminology. Thorough knowledge of departmental operations. Working knowledge of municipal operations. Knowledge of

the operation of computer software applications. Knowledge of Town bylaws, state and federal laws and regulations. Expert presentation and communications skills and a proven track record of public speaking and outreach. Excellent teamwork skills including relationship building and effective problem resolution; ability to guide towards outcomes while listening to and working closely with the general public, Town staff, and other stakeholders having diverse backgrounds and opinions.

*Ability:* Ability to communicate effectively and tactfully with staff, Town departments, officials, and the public. Ability to compose correspondence. Ability to work independently, while effectively handling a broad portfolio that includes both time-bound and ongoing projects and tasks with budget management considerations. Ability to recognize and resolve problems with minimal administrative intervention. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Analytical ability. Ability to maintain and manage records. Ability to work effectively and productively under time constraints to meet deadlines. Must be able to operate a personal computer and/or laptop, and display intermediate to advanced skill when using software programs for word processing, database, spreadsheets, and other software as required by the position.

*Skill:* Excellent customer service and interpersonal skills; ability to diffuse difficult situations and conflicts. Excellent written and oral communications skills. Strong organizational skills. Skill in identification and utilization of new information resources. Skill with numbers and budgets. Skill in all of the above listed tools and equipment.

### **Physical 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 essential functions.)*

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Operates a keyboard and calculator at an efficient speed. Regularly required to operate office objects, tools, or controls, and move paper, files and other common office objects. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details and numbers. Tasks require the ability to communicate orally. Some outside field work may be required.

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