

**Town of Natick
Job Description**

Position Title:	Director of Sustainability	Grade Level:	4
Department	Town Administration	FLSA Status	Exempt
Reports to:	Town Administrator		

Statement of Duties: The Sustainability Director is responsible for developing and administering programs, policies and initiatives to advance Natick’s sustainability objectives.

Supervision Required: Works under the day-to-day supervision of the Deputy Town Administrator for Operations with overall management provided by the Town Administrator.

Supervisory Responsibility: The employee is not responsible for the direct oversight of any staff, but does provide functional oversight to contractors, program volunteers and support staff, including the School Recycling Coordinator. Responsibilities include assessing progress and performance.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

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. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of 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.

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: Duties will require the ability to drive, as well as work both indoors and outside with exposure to various weather conditions. In addition, this position requires the ability to operate various office equipment requiring eye-hand coordination and finger dexterity. Occasional evening/weekend work may be required.

Nature and Purpose of Contacts: Position interacts with co-workers, the public and external contacts such as vendors, bankers, attorneys, or other professionals to explain or interpret

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procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons. Employee may furnish news media with routine information such as project updates, meeting agendas or departmental procedures.

Occupational Risks: Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of injury include burns from chemicals, steam, or fire, severe muscular strains from working with extremely heavy material, falls from heights more than three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Oversees the development, implementation, and prioritization of the programs, plans and policies necessary to achieve the Town's sustainability objectives, including Natick's 2050 Net Zero Goal and the priorities identified in key plans, such as the Municipal Vulnerability Preparedness Plan, Natick 2030+ Master Plan, Open Space and Recreation Plan, Hazard Mitigation Plan, and other plans, as appropriate.
- Coordinates and implements energy efficiency, waste reduction, water conservation, greenhouse gas reduction, climate adaptation, and resiliency programs with Town and School departments, residents and commercial sectors.
- Oversees various sustainability data collection efforts, including community-wide greenhouse gas inventory studies and Green Communities data, establishes goals, analyzes progress against key performance indicators and reports on goal progression.
- Cultivates and supports sustainability policies, planning and procurement practices related to municipal buildings and the municipal fleet.
 - Develops multi-year capital plans in conjunction with the Deputy Town Administrator of Operations, Director of Public Works and Director of Facilities Management, to ensure alignment with the Town's sustainability goals.
 - Acts as a project manager, or co-manager with Facilities Management and Public Works staff, for energy or sustainability-related capital projects; ensures projects are designed to improve resilience, maximize energy

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efficiency and renewable energy production, and minimize greenhouse gas emissions.

- Identifies and coordinates responses to initiatives related to sustainability.
- Coordinates external requests for information related to sustainability issues, and oversees the development of sustainability reports and communications.
- Forms strategic partnerships across all Town departments, committees and boards to advance Natick's sustainability goals, including consideration of climate change in appropriate decisions and Town planning processes. Works with Town departments to integrate sustainability into department operations and decision-making processes.
- Coordinates and represents the Town with local, regional and state agencies and organizations on issues related to Natick's sustainability goals.
- Identifies opportunities for sustainability-related program funding (local, state, or private sources) and coordinates efforts with Town staff and other partners to solicit funding, develop project scopes, timelines and budgets.
- Designs and implements education, communication and training programs related to the Town's sustainability goals and projects for citizens and Town employees.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- A Bachelor's Degree in Environmental Sciences or a related field is necessary, along with a minimum of ten (10) years experience, or a Master's Degree in said studies five (5) years of experience.
- A thorough knowledge of municipal, corporate and/or academic sustainability program management.
- Demonstrable experience in greenhouse gas accounting and management.
- Experience Implementing and/or maintaining environmental management programs.
- Experience developing public education/communication programs related to sustainability.

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- Proven ability for innovation, creativity and commitment to protection of environmental resources.

Knowledge, Abilities and Skill

Knowledge:

Abilities:

- Interpret and apply federal, state, and local policies, laws, and regulations.
- Exhibit strong orientation towards process/systems, speed, cost, quality and delivering results.
- Expert presentation and communication skills, including public speaking, interaction with local, regional and state elected officials, as well as across Town departments.
- Financial aptitude and budget management.
- Work independently, and operate various associated computer software necessary to perform assigned duties.

Skill:

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:

- Work requires some agility and physical strength, such as moving in, about construction sites, or over rough terrain, or standing or walking most of the work period.
- Frequently lifts up to 60 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

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- 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.