

## Classification description



**Title:** Sustainability Specialist

**Job Code:** 8009

**Pay Range:** 215

**FLSA Status:** Non-exempt

**Employee Group:** MERC Non-represented

**Established:** September 26, 2019

**Revised:**

**EEO Category:** Paraprofessional

### DESCRIPTION

Perform and coordinate moderately complex support duties for the Sustainability Program in MERC venues. Work under general guidelines with supervisory decision-making support available as needed. Has full knowledge of normal operating procedures for assigned area.

### DUTIES AND RESPONSIBILITIES

1. Provides support to the Sustainability program by assisting staff, clients and organization partners with information regarding recycling options following events.
2. Develops and maintains Sustainability procedures and standards for tracking and client communication; analyzes data and provide recommendations, and assists with administrative tasks involving recertification processes.
3. Shares information about Sustainability through various communication methods such as newsletter articles, flyers, brochures, etc.; implements internal campaigns; design trainings for staff and clients; Supports other team members and assists with implementation of staff engagement initiatives.
4. Attends regular staff meetings and events to share best practices with other organizations.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits

- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
  4. Perform other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Experience**

- Three years of responsible related experience and
- High school diploma or G.E.D. or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

#### **Knowledge, Skills and Abilities**

- Current office procedures and equipment with emphasis on administrative assistance methods and practices applicable to assigned duties
- Communicate effectively by written, spoken and electronic means
- Work independently and as a member of a team
- Effectively use standard office equipment including business computer software and hardware
- Efficiently perform office responsibilities at the level necessary to carry out assigned duties
- Frequent decision making
- Customer service skills, interpersonal skills and teamwork
- Creative problem-solving skills
- Discretion
- Read, write, speak and understand English
- Perform all position essential duties and responsibilities
- Fulfill Metro’s core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Successfully pass the background check and screening requirements required for the position

#### **SUPERVISION RECEIVED**

Director of Operations

#### **SUPERVISION EXERCISED**

None. May provide guidance and coaching to new or less experienced employees.

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### **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

Standard office equipment is used

### **WORK ENVIRONMENT**

Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills. Occasional assistance given to show attendees and staff to assist with waste sorting; may be subject to dirty work environments.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*