

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Sustainability Manager  
**Department:** Facilities Department  
**Appointing Authority:** Town Manager  
**Affiliation:** Non-Union  
**Grade:** N-8  
**Personnel Board Approved:** 9/13/2022  
**Personnel Board Revised:** 2/7/2023

**Summary of Duties**

The Sustainability Manager is responsible for developing and administering programs, policies and initiatives to advance Wayland’s sustainability objectives, and managing sustainability-related capital/infrastructure projects.

**Supervision Received**

Works under the day-to-day supervision of the Director of Public Buildings with overall management provided by the Town Manager.

**Supervision Exercised**

No direct supervision of any staff, but does provide functional oversight to contractors, program volunteers and support staff. Responsibilities include assessing progress and performance.

**Job Environment**

Duties will require the ability to drive, as well as work both indoors and outside with exposure to various weather conditions.

Operates computers and standard office equipment requiring eye-hand coordination and finger dexterity.

Occasional evening/weekend work may be required.

Position interacts with co-workers, the public and external contacts such as vendors, bankers, attorneys, or other professionals to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. Courtesy, tact and diplomacy is required. Employee may furnish news media with routine information such as project updates, meeting agendas or departmental procedures.

**Essential Functions**

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

- Coordinates the development, implementation, and prioritization of the programs, plans and policies necessary to achieve the Town’s sustainability objectives and implement Wayland’s Climate Action Mobilization Plan (CAMP). Designs and implements education, communication, and training programs related to the Town’s sustainability goals and projects for citizens and Town employees.
- Serves as a project manager, or co-manager with Facilities Department, for energy or sustainability-related capital projects; ensures projects are designed to improve resilience, maximize energy efficiency and renewable energy production, and minimize greenhouse gas emissions.
- Managers and implements energy efficiency, greenhouse gas reduction, decarbonization, waste reduction, water conservation, 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.
- Identifies opportunities for sustainability-related program funding (local, state, or private sources) and coordinates efforts with the Town Manager, Town staff and other partners to solicit funding, develop project scopes, timelines and budgets.

- Oversees the development of sustainability reports and communications and works with the Energy and Climate Committee (ECC) to support the development and implementation of campaigns to reduce residential and business greenhouse gasses.
- Works with Town departments to integrate sustainability into department operations and decision-making processes.
- Working in conjunction with Town Manager, provides input and comments on relevant state programs.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's degree in Environmental Sciences or a related field required, Master's Degree preferred.

#### **Experience:**

One (1) to three (3) years of demonstrable experience in construction or related project management; greenhouse gas accounting and management; developing public education/communication programs related to sustainability; proven ability for innovation, creativity and commitment to the protection of environmental resources. Experience in municipal, corporate, and/or academic sustainability program management is preferred.

#### **Substitution:**

Additional years of relevant work experience may be substituted for the required education, and/or the required education may be substituted for relevant work experience.

#### **Licenses/Certificates:**

None

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

- Management of capital and infrastructure construction projects
- Ability to apply for and manage grants.
- Manage multiple projects simultaneously including the creation of regular reports to the Director of Public Buildings and Town Manager.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Expert presentation and communication skills, including public speaking, interaction with local, regional and state elected officials, across Town departments and boards/committees, and with residents and local businesses.
- Financial aptitude and budget management.
- Experience developing public education/communication programs or similar programs related to sustainability.

- Work independently, and operate various associated computer software necessary to perform assigned duties.

**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.

### **Physical Requirements**

- 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.
- Occasionally lifts up to 40 pounds.
- Ability to read, see, and differentiate between colors.

*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.*