



CITY OF FITCHBURG (WI)
invites applications for the position of:

Sustainability Specialist

SALARY: \$24.11 - \$27.55 Hourly
\$50,148.80 - \$57,304.00 Annually

OPENING DATE: 02/20/18

CLOSING DATE: 03/11/18 11:59 PM

DESCRIPTION:

Under the general direction of the environmental engineer and in coordination with the resource/project planner, develop and implement a comprehensive, equitable, and multi-disciplinary approach for sustainable neighborhood development and natural resources management in the City of Fitchburg, such as climate adaption and mitigation activities, and neighborhood-based initiatives that improve quality of life. Serve as liaison between various City departments tasked with working on sustainable neighborhood development and natural resources issues.

EXAMPLES OF DUTIES:

Essential Duties/Responsibilities:

The following duties are routine for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Develop, implement, promote, and evaluate plans, initiatives, and programs related to neighborhood development and sustainability.
- Communicate and collaborate with stakeholders, including neighborhood residents, community partners, business interests, other governmental units, City staff, City elected/appointed officials, and City boards/commissions.
- Develop methods and procedures to facilitate stakeholder engagement and involvement.
- Prepare grant applications and manage applicable City grant and rebate programs.
- Research models, case studies and best management practices for neighborhood development and sustainability.
- Research, conceptualize and execute new sustainability programs related to water conservation, water quality, sustainable transportation and commuting solutions, energy efficiency and renewable energy, green building, public health, recycling and waste reduction, and land use.
- Develop methods to evaluate, monitor and track progress of sustainability initiatives, including tracking emission reductions and updating greenhouse gas emissions inventory.
- Assist staff with energy benchmarking of existing municipal buildings and energy efficiency design and construction of new municipal buildings.
- Design and implement outreach programs for employees, businesses and residents on best sustainability practices.
- Support the Community Outreach Subcommittee of the Resource Conservation Commission (RCC); coordinate and facilitate community involvement in sustainability, waste reduction, and climate protection initiatives.
- Provide staff recommendations to the Common Council on various water, waste, energy, transportation, neighborhood development, or health equity issues.
- Provide technical assistance to businesses to help improve their environmental performance.
- Showcase individuals, businesses, and projects for recognition in sustainability leadership.
- Manage the City of Fitchburg's Green Team, including strategic planning, team building and sustainability initiatives and events.

- Serve as Fitchburg's representative on regional climate and sustainability committees and workgroups as well as Green Tier Legacy Community's representative on Executive Committee and Steering Committee.
- Deliver presentations to government organizations, residents and businesses.

Other Functions:

- Assist with preparing agendas, packets, and minutes for Resource Conservation Commission (RCC) meetings, including serving as RCC staff contact as needed.
- Serve as staff liaison to other committees as assigned.
- Perform additional assignments and responsibilities as assigned or requested by supervisors.

TYPICAL QUALIFICATIONS:**Supervisory Requirements:**

- None

Education and/or Experience Requirements:

- Educational background in neighborhood planning, social science, and/or environmental sciences with an emphasis/interest in sustainability and neighborhood development.
- 3-5 years of related academic and/or professional natural resource, environmental, sustainability or community planning experience and project coordination.

Licenses, Certifications, etc.

- Must possess a valid driver's license for the duration of appointment.

SUPPLEMENTAL INFORMATION:**Knowledge, Skills, and Abilities**

- Demonstrated interest and experience in community-based approaches to sustainability and neighborhood development.
- Work efficiently and effectively with diverse audiences within government, business, community organizations, and residents.
- Ability to carry out assigned tasks with minimal supervision.
- Ability to multi-task and complete tasks efficiently.
- Excellent verbal communication and interpersonal skills.
- Excellent written communication skills.
- Proficient in MS Word and Excel, and able to use computer programs easily.
- Proficient in use of ArcGIS (geographic information system).

Physical Demands:

Light Work: Exert 51-75 lbs seldom. Exert 0-50 lbs occasionally. Frequent standing, walking, and sitting.

Work Environment:

Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Inside work is 80% of the time. Outside work (no effective protection from weather) is 20% of the time. Exposure to hazards or risk of bodily injury, moderate noise, and dust are seldom. Exposure to heat/cold extreme and temperature changes occasionally.

The City of Fitchburg values the unique perspectives of all of our employees and encourages individuals who reflect the diversity of our community to apply.

As a condition of employment, the intended candidate(s) will be subject to a background investigation and drug screen.

Certain positions also require a pre-employment physical. Pre-employment evaluations will be conducted at the expense of the City of Fitchburg.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.fitchburgwi.gov>

Position #201800014
SUSTAINABILITY SPECIALIST
AT

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