

Convention Center Authority

Position Title: Sustainability Coordinator

Position #:	10698
Salary Grade:	CA5
Effective Date:	3/13/2013
Revision Date:	12/8/2016

<input type="checkbox"/>	Exempt
<input checked="" type="checkbox"/>	Non-Exempt

<input checked="" type="checkbox"/>	Full-Time
<input type="checkbox"/>	Part-Time
<input type="checkbox"/>	Seasonal

Indicate Employee Type	
<input checked="" type="radio"/>	Administration
<input type="radio"/>	Sales/Marketing
<input type="radio"/>	Event & Guest Services
<input type="radio"/>	Operations
<input type="radio"/>	Finance & Administration
<input type="radio"/>	Food & Beverage Services

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Marketing & PR Manager and in coordination with the Chief Operating Officer and Operations Directors, coordinate and implement sustainability initiatives for the Convention Center Authority, benefiting the Music City Center clients, exhibitors, attendees, team members and the environment.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.

RESPONSIBILITIES/DUTIES	
1.	Coordinates and implements sustainability initiatives for the Music City Center that fit within the business model and strategic goals of the Convention Center Authority.
2.	Maintains Leadership in Energy & Environmental Design (LEED) certification, as well as maintain and expand the environmental standards as defined by the Environmental Management System ISO 14001 (EMS).
3	Researches, recommends and implements best practices for sustainability in areas such as energy use, renewable energy, water conservation, waste management/recycling, transportation choices, green cleaning, reusable donations and green meetings.
4	Manages collection and analysis of sustainability data identifying projects and processes; develops and implements plans to improve sustainability program.
5	Researches and initiates grant applications supporting sustainability improvements funded through state or federal programs.
6	Assists in the creation of sustainability informational materials that explain and encourage best environmental practices; engages in public relations, marketing and social media campaigns to communicate sustainability efforts and successes.
7	Collaborates with clients and meeting planners to design "Green Meetings" plans related to their specific events as well as work with Event Services to schedule trash hauls and donate leftover items during or after an event.
8	Meets with and explains sustainability policies, procedures and opportunities to clients and prospective clients and responds to request for information regarding sustainability program initiatives.
9	Directs participation and leadership in external programs, such as the U.S. Green Building Council, Green Meetings Industry Council, Tennessee Women in Green, convention center sustainability calls, etc.
10	Leads sustainability tours and conduct program outreach and promotional activities in order to communicate and promote sustainability program.
11	Assists administration in defining goals and performance metrics in developing the long range plan for sustainability, and in monitoring and evaluating the program.
12	Prepares reports and implements tracking functions for LEED: tracks recycling and donation efforts, utility usage and expense, and solar production, and generates trend reports to evaluate and improve initiatives.
13	Promotes LEED standards and provide staff support of LEED certified projects. Assists in training and educating staff, contractors and vendors in best sustainable practices and MCC sustainable procedures.
14	Ensures waste and recycling equipment is maintained and order supplies/materials as necessary. Manages collection of all recyclables and conducts waste audits as necessary.
15	Provides on-going inspection of facilities, operations and procedures from a sustainability perspective; identifies needs, makes recommendations and initiates corrective action when appropriate.
16	Assists in maintaining compliance with existing environmental rules and regulations and maintain accurate life safety and MSDS documentation.
17	Perform additional duties as assigned.

Job Evaluation Factors (Check all that apply)

Formal Education <i>(Minimum Required)</i>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Bachelor's Degree preferred in Environmental Science, Engineering, Environmental Studies, Biology or other closely related field
	<input type="checkbox"/>	H.S. Diploma or GED preferred	<input type="checkbox"/>	Education/Experience Equivalent
	<input type="checkbox"/>	Vocational or Technical School required	<input type="checkbox"/>	Other:
	<input type="checkbox"/>	Associate's Degree preferred	<input type="checkbox"/>	

Minimum Experience <i>(Minimum Required)</i>	<input type="checkbox"/>	None	Impact On Budget	<input checked="" type="checkbox"/>	Contributory
	<input checked="" type="checkbox"/>	One to three years		<input type="checkbox"/>	Direct
	<input type="checkbox"/>	Three to five years		<input type="checkbox"/>	Other:
	<input type="checkbox"/>	Other: 1-3 years of environmental/sustainability work experience or an equivalent combination of education, training and/or experience. LEED certification such as LEED Green Associate or LEED Accredited Professional (Operations & Maintenance) preferred.			

Decision Making <i>(level of direction & supervision)</i>	<input type="checkbox"/>	Little independent judgment required
	<input checked="" type="checkbox"/>	Judgment/discretion to make independent decisions within guidelines
	<input checked="" type="checkbox"/>	Establish Policy & Procedures
	<input type="checkbox"/>	Other:

Problem Solving <i>(Typical level encountered over extensive period of time)</i>	<input type="checkbox"/>	By reporting and/or talking to supervisor
	<input type="checkbox"/>	Choices defined in standard work procedures/policies
	<input type="checkbox"/>	Methods chosen before in similar situations
	<input checked="" type="checkbox"/>	Identification and analysis of diverse problems
	<input checked="" type="checkbox"/>	Complex, varied and only mildly related to those seen before
	<input checked="" type="checkbox"/>	Requires understanding/evaluation of impact upon the CCA
	<input type="checkbox"/>	Other:

External Contacts	<input type="checkbox"/>	External communication is minimal
	<input checked="" type="checkbox"/>	Regular contact with general public
	<input checked="" type="checkbox"/>	External contacts involving difficult formal negotiations
	<input checked="" type="checkbox"/>	Effectively deal with diverse groups and organizations
	<input type="checkbox"/>	Other:

Supervisory Responsibility <i>(Typical level encountered over extensive period of time)</i>	<input type="checkbox"/>	None
	<input type="checkbox"/>	Authority limited to direction of temporary employees only
	<input checked="" type="checkbox"/>	Orient/train others; may act in a lead capacity
	<input checked="" type="checkbox"/>	Provide leadership/direction to staff on event related issues
	<input checked="" type="checkbox"/>	Supervise multiple functions, with full responsibility for effective operation & results
	<input checked="" type="checkbox"/>	Overall responsibility to provide direction and guidance
	<input type="checkbox"/>	Other: Number of Direct Reports: None

Job-Related Knowledge <i>(Knowledge of...)</i>	<input checked="" type="checkbox"/>	Basic skills in oral/written communication	<input type="checkbox"/>	Microsoft Publisher
	<input checked="" type="checkbox"/>	Microsoft Word	<input type="checkbox"/>	AutoCad
	<input checked="" type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>	Financial Management
	<input checked="" type="checkbox"/>	Microsoft PowerPoint	<input checked="" type="checkbox"/>	Administrative principles/practices
	<input type="checkbox"/>	Microsoft Access	<input checked="" type="checkbox"/>	Computers
	<input checked="" type="checkbox"/>	Microsoft Outlook	<input type="checkbox"/>	Other:
	<input checked="" type="checkbox"/>	Extensive interfacing with others	<input checked="" type="checkbox"/>	Ability to prioritize and multi-task
	<input checked="" type="checkbox"/>	Excellent written and verbal communication skills including presentation and public speaking	<input checked="" type="checkbox"/>	Ability to effectively collaborate with people from diverse backgrounds
	<input type="checkbox"/>	Ability to work occasional nights, weekends and holidays as required	<input checked="" type="checkbox"/>	Knowledge of Environmental Management System ISO 14001
	<input checked="" type="checkbox"/>	LEED AP preferred, but not required.	<input checked="" type="checkbox"/>	Demonstrated commitment to environmental and sustainability issues

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions

Physical Effort

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Office, computer room | <input type="checkbox"/> High noise environment | <input type="checkbox"/> Typically sitting at a desk or table | <input type="checkbox"/> Lifting 11-25 lbs |
| <input type="checkbox"/> Service Areas | <input type="checkbox"/> High dust, dirt, grease environment | <input checked="" type="checkbox"/> Typically standing or walking | <input checked="" type="checkbox"/> Lifting 25 lbs or more |
| <input checked="" type="checkbox"/> Flexible work schedules | <input type="checkbox"/> Exposure to moving machinery | <input checked="" type="checkbox"/> Bending, crouching, stooping | <input type="checkbox"/> Using Power Tools |
| <input checked="" type="checkbox"/> Valid TN Driver's License | <input type="checkbox"/> Exposure to chemicals | <input type="checkbox"/> Running, climbing | <input type="checkbox"/> Using Pallet Jack |
| <input type="checkbox"/> Travel Required | <input type="checkbox"/> Outdoor exposure to weather | <input type="checkbox"/> Intermittently sitting/standing/walking | <input type="checkbox"/> Using Utility Carts |
| <input checked="" type="checkbox"/> Exposure to Customers | <input type="checkbox"/> Requires Pre-employment Physical | <input type="checkbox"/> Climbing ladders/scaffolds | <input type="checkbox"/> Using Forklift |
| | | <input type="checkbox"/> Lifting 10 lbs or less | <input checked="" type="checkbox"/> Driving CCA Vehicle |

Employee Print
Name/Date _____

Date: _____

I have read and understand the job requirements.

Employee's Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Employee
Department Director
Personnel File

For HR Use Only (Do not write below this line):