

# Job Description

<b>Job Title/Layer:</b>	National Sustainability Mgr, Layer 5 Level 1	<b>Department:</b>	Corporate
<b>Reports To:</b>	Regional Mgr	<b>FLSA Status:</b>	Exempt
<b>Approved By:</b>	Human Resources	<b>Date Approved:</b>	04/2019

## Job Overview

Responsible for overseeing the Sustainability program (solid waste management and green cleaning program), through the development, implementation and monitoring of the current sustainability strategies and polices which promote sustainable development.

## Roles & Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

- △ Develop and implement sustainability strategies and action plans which ensure corporate sustainable development
- △ Coordinate all aspects of waste management, recycling and environmental management
- △ Ensure compliance with solid waste and sustainability legislation
- △ Audit, analyze and report sustainability performance to internal and external clients
- △ Assists/manages with reports, plans, budgets, and schedules modifications including cost estimates bid sheets and contracts.
- △ Promote and increase awareness, at all levels of an organization, the impact of emerging sustainability issues
- △ Manage the development and implementation of a Solid Waste management system
- △ Train staff at all levels in sustainability issues and responsibilities
- △ Plan and develop work schedules that ensure exceptional service
- △ Maintain a safe work environment for all employees
- △ Should have working knowledge of USGBC certification (i.e. LEED, WELL, TRUE)
- △ Supports Centralized Trash Collection (CTC) Program Request (nationally or regionally)
- △ Supports material and education support requests (including but not limited to bins, signage and other recycling program support materials) (nationally or regionally?)
- △ Supports on time delivery of reports, highlights and Quarterly Business Reviews (QBR's)
- △ Supports VP regions and helps drive growth which can include Consulting work,
- △ Respond's within 24 hours to request
- △ Ability to perform site sustainability assessment and summarize observations and recommendations in technical report and presentation in a timely manner
- △ Comfortable with public speaking
- △ Strong writing skills required
- △ Up to 50% travel
- △ Ability to manage multiple projects simultaneously

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## Qualification

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

 **Education and/ or Experience**

Bachelor's degree in Business Management, or a related field from a four-year college or university with 5-8 years of experience; or equivalent combination of education and experience.

 **Certificates, Licenses, Registrations**

May be required to have a valid driver's license.

## Supervisory Responsibilities

This position has no supervisory responsibilities.

## Physical Demands & Work Environment

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 essential functions. While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

## Job Description Acknowledgement

I have read and understand the requirements of my job description. If at any time I am unable to meet the requirements of my position, I understand it is my responsibility to immediately notify my Supervisor.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	