

DATE: JUNE 2026
FLSA: EXEMPT
SALARY GRADE: U
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, SUSTAINABILITY PROGRAMS

BASIC FUNCTION

Responsible for the planning, evaluation, development, and implementation of all activities associated with the District-wide Sustainability and Climate Action Plan and initiatives throughout the District.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned area manager. Provides supervision and/or direction to assigned District personnel, contractors, and temporary staff.

CLASS CHARACTERISTICS

This classification is responsible for independently providing oversight and coordination of sustainability and energy conservation initiatives and focus in capital planning, maintenance, and repair work across the District. Incumbents regularly work with architects, planners, contractors, and assorted construction professionals while ensuring adherence to best practices and legal requirements of sustainability and climate action-related construction and repair/maintenance initiatives. Assignments are given based on current projects, and work is typically reviewed at or near project milestones in conjunction with other relevant project requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Responsible for integrating District-wide sustainability initiatives, climate action strategies, and energy conservation projects into campus infrastructure, capital outlay, maintenance and operational project development and implementation.
2. Collaborates and consults with District consultants and college departments to develop and maintain the District's standards and owner program requirements ensuring the achievement of the District sustainability plan's goals and objectives.
3. Works closely with District and colleges departments to identify and secure funding opportunities for sustainability and climate action grants, rebates, and incentives; and manages and administers these programs.
4. Consults, recommends, and implements modifications to District sustainability and environmental policies and procedures based on relevant and evolving legislative policies, prevailing codes, feasibility studies, industry best practices, and cost-effectiveness methodologies.
5. Oversees and documents full life-cycle cost analyses and total cost of ownership (TCO) for the District's Sustainability and Climate Action Plans (S-CAP), including District-wide decarbonization efforts, energy efficiency projects, water conservation initiatives, waste reduction programs, alternative transportation strategies, and other sustainability-related efforts.
6. Develops, summarizes, monitors, and presents activities, metrics, and progress towards implementation goals for the District's Sustainability and Climate Action Plan for all campuses and sites, including annual utility budgets, energy consumption tracking, and greenhouse gas reduction measures.
7. Prepares strategic plans for sustainability practices across the District, fostering collaboration among campuses, sites, and the local community, and building partnerships with faculty, students, staff, and community organizations focused on sustainability and environmental justice.

8. Develops and administers project planning proposals and policies for sustainability initiatives; prepares supporting documentation; and presents, promotes, and advocates for District policies and proposals before local, state, and federal agencies.
9. Oversees, supports, and monitors District project-specific and campus-wide requirements to obtain California Environmental Quality Act (CEQA) clearance for Board-approved projects and sites.
10. Coordinates and manages educational tours showcasing sustainability features and implementations, including Leadership in Energy and Environmental Design (LEED)-certified and Zero Net Energy buildings, drought-tolerant landscaping, waste management and recycling facilities, resiliency centers, and other sustainability-related practices.
11. Promotes and conducts sustainability and climate action events and activities across the District and colleges, and collaborates with departments to identify opportunities for awards and recognition in sustainability.
12. Collaborates with higher education institutions, foundations, and organizations, and participates in technical training and educational programs to integrate workforce development strategies, supporting District sustainability initiatives through a skilled and prepared workforce.
13. Responsible for managing the Sustainability Tracking, Assessment, and Rating System (STARS), developed by the Association for the Advancement of Sustainability in Higher Education (AASHE), to measure sustainability performance and evaluate overall campus sustainability, while ensuring compliance with all California Community Colleges Board of Governors' policies and applicable federal, state, and local requirements.
14. Performs other related duties as assigned, specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. The principles of environmental and sustainability initiatives necessary to reduce the institution's carbon footprint and advance toward carbon neutrality, including energy conservation practices, lighting and HVAC systems, alternative energy sources, and renewable energy technologies.
2. Relevant local, state, and federal rules, regulations, and codes related to energy conservation, climate action, sustainability, and environmental management.
3. Sustainability leadership, change management practices, methods, and competencies.
4. California Community Colleges Capital Outlay and Deferred Maintenance Programs.
5. Project budget preparation and job cost accounting, including utility economics, analytical techniques for economic analysis, energy auditing and management, and energy-related equipment, products, and services.
6. Generally accepted architectural, engineering, planning, and construction principles and practices as they relate to public works and community colleges, institutions of higher education, and schools.
7. Methods for purchasing and contract administration in a community college environment.
8. Building operations, technologies, methods, and practices for equipment and supplies used in facility maintenance and construction, including applicable building and safety regulations.
9. Institutional planning, design, and construction methodologies and processes for capital projects, including technical aspects.

Ability to:

1. Exercise independent judgment based on a working knowledge of architectural and construction industry and sustainability practices.
2. Organize and prioritize workload to set aggressive commitments and to achieve objectives and schedules deadlines.

3. Negotiate and exchange ideas, information, and opinions with others to develop solutions.
4. Compile and interpret statistical and visual analyses, and prepare reports and presentation materials.
5. Demonstrate leadership in project development and management.
6. Demonstrate sound judgment and sensitivity to issues of policy and process.
7. Identify problems, develop alternative solutions, make decisions, and achieve consensus on a course of action in a complex and multi-disciplinary environment.
8. Interpret legal, technical, energy codes, and construction documents.
9. Communicate technical concepts and analysis clearly and effectively and to represent the District in a professional manner to constituents, community members, and individuals involved in the planning, design, and construction of projects.
10. Maintain an understanding of current ideas, research, and practices related to the position, through continued study and/or participation in professional organizations.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree in mechanical or electrical engineering, computer science, sustainability planning, energy management, architecture, construction, business administration, or a related field, and three (3) years directly related experience in all aspects of sustainability program development and management., climate action planning, energy management, energy efficiency project implementation, Green House Gas emissions analysis, waste diversion, water conservation, and/or alternative transportation; or an equivalent combination of education, training, and/or experience.

A master's degree in the fields stated above and registration as a licensed engineer or architect in the State of California is highly desired. Certifications such as LEED, Certified Educational Facilities Professional (CEFP), Certified Energy Manager (CEM), and/or Certified Commissioning Professional (CCP) are preferred. Experience with educational institutions, including community college or school district programs, and/or processes, such as FUSION or Department of the State Architect (DSA) approvals, and school district, community college, or public works planning, design, and construction is preferred.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees may also need travel and to navigate in and around active construction zones on uneven ground. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL ELEMENTS

Employee works primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee will also work, as needed, on construction sites with moderate to loud noise, uncontrolled temperature conditions, possible exposure to hazardous physical substances and dangerous conditions. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.