

DCAM-16-NC-0121
Temporary Staffing Services
Attachment J6

Aggregate Group F
Sustainability Division

AGGREGATE GROUP F

Sustainability Division

Assistant Project Manager/Energy Efficiency Specialist

Duties and Responsibilities:

- Serve as the DGS-SE's central POC with DGS-Facilities for trainings; manage and lead DGS training initiatives, staff development and learning programs, including certifications for the Building Operation Certification and DOE's Building Re-Tuning.
- Work with DGS-HR and DGS-Facilities to develop and implement a DGS-Facilities workforce development program that provides employee career advancement opportunities pending the achievement of trainings and certifications such as Building Plan Operator Certification, LEED Operations and Management, Accreditation, etc.
- Establish a partnership with the University of the District of Columbia to provide the agency with continuous building operations training and research resources.
- Develop and implement a District government staff engagement program that includes: energy reporting, sustainability newsletters and outreach to key stakeholders.
- Create and manage the *DC Green Schools Challenge*, a public-private partnership that pairs high-skilled volunteer professionals with schools to teach sustainability through hands-on learning.
- Lead energy efficiency competitions through programs such as EPA Battle of the Buildings competition and boot camps. Develop and implement policies and standards as they relate to energy efficiency.
- Draft energy reduction/HVAC policy for District government buildings.
- Engage with key city stakeholders to improve energy management, carbon reduction and increase participation in occupant engagement programs.
- Serve as liaison with DGS-Facilities to update the Division's job descriptions, so that new hires are responsible for complying with peak shaving, emergency demand response protocols, set point policies, and other sustainability initiatives
- Regularly update the DGS-SE homepage on the dc.dgs.gov website to reflect the Division's current work and previous accomplishments

Qualifications:

- Bachelor's and/or Master's degree from an accredited university
- At least six years working experience in a policy or implementation role
- Familiarity with District government and the city

Sustainability and Energy Consultant I

Duties and Responsibilities:

- Draft DCPS Recycles! newsletters, e-mails, one-pagers, presentations, case studies and other written communication
- Manage DC school-wide competitions focused on recycling and source reduction
- Lead food recovery initiatives including food waste data analysis, DC Food Recovery Working Group participation, and possible “share table” pilot
- Visit schools to provide on-site support, launch and improve recycling programs, conduct waste audits, lead trainings, present to students, etc.
- Develop Standard Operating Procedures (SOP) and manage Salesforce for contact and data management
- Assist staff with general logistics and day-to-day operations as they relate to the Sustainability and Energy program
- Manage with the Build Smart DC kiosk update and placement program
- Assist identifying and inventorying geothermal (ground source) heat pumps throughout District government properties
- Assist responding to requests for USGBC LEED Green Power documentation
- Assist DGS-SE Director as needed

Qualifications:

- Bachelor's and/or Master's degree from accredited universities
- At least one-year experience working on waste policy and implementation
- Proficiency with the Salesforce application
- Knowledge of green buildings and experience conducting energy audits
- Experience in solar policy and projects
- Experience in water issues (i.e. water conservation, storm water management)

Sustainability and Energy Consultant II

Duties and Responsibilities:

- Design, pilot, and implement best management practices for waste management in schools
- Provide operational support, guidance, and education on recycling programs for 110 schools
- Engage with the community through outreach materials, social media, and public events
- Compile and organize waste, recycling, and organics hauling data
- Manage vendor billings for services rendered
- Provide administrative support for the operations team
- Manage and research waste data
- Compile, organize, and update contact information and other school-specific data
- Manage an up-to-date hauling schedule for DGS-SE (data to be provided by hauling contract COTR)
- Create regular performance updates based on hauling data (to be provided by hauling contract COTR) and waste audit data.
- Upload data into Salesforce; customize Salesforce platform as needed.
- Research and track waste industry news and information and summarize for the DGS-SE team
- Conduct research (e.g. on best practices, survey of hauling companies) to inform the improvement of technical assistance documents
- Serve as point of contact for DC Food Recovery Working Group and similar interagency/research initiatives

Qualifications:

- Bachelor's degree from an accredited university
- At least three-years' experience in working waste and water issues within the District
- Proficiency with the Salesforce application

Sustainability and Energy Consultant III

Duties and Responsibilities:

Outreach / Technical Assistance

- Contribute to the development of clear, concise factsheets, instructional memos, and guidebooks; promotional materials; fliers, posters, and banners; presentations and educational materials, including technical assistance documents for public charter schools.
- Develop and deliver trainings for DCPS Recycles! challenges participants
- Develop and deliver training materials for on-site composting in schools
- Prepare and disseminate all information online to the DGS Healthy Schools webpage
- Disseminate information in person at tabling events and other presentation opportunities
- Manage online and email communications, including developing newsletter template and contact lists
- Investigate innovative methods of disseminating online content; develop appropriate social media strategy and/or use of data display or mapping technologies.
- Liaise with DGS-Communications and outside designers and printers
- Assist with initiative to apply roughly 50 green infrastructure on District government properties for DC Department of Energy and Environment Storm Water Retention Credits
- Assist with effort to settle property disputes with DC Water

On-Site Support

- Assist DCPS schools in developing site-specific recycling plans for SY16-17
- Implement and document findings from pilot projects
- Provide on-site trainings to DCPS school staff including principals, administrative delegates, custodians, food service workers, educators, green teams.
- Collect and report site level data
- Conduct walkthroughs and determine supply needs
- Track, manage, and fulfill supply requests from schools twice per school year
- Conduct waste audits (with staff and/or students)
- Compose educational content
- Collect and document waste and storm water best practices

Qualifications:

- Bachelor's degree from an accredited university
- At least one-year experience working on sustainability policy and/or implementation