



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Manager, Campus Environmental Functions and Services
Status: Full-time, 35 hours/week non-standard work week
Grade: 10
Union: PSA@RIC (Professional Staff Association)
Reports To: Associate Director, Facilities and Operations, Maintenance, Repairs,
Special Projects

PRIMARY PURPOSE:

Responsible for all functions related to maintaining a safe and efficient environment in buildings (i.e., HVAC, hazardous wastes, air quality, water, etc.) and throughout campus (i.e., condensate/steam lines, etc.). To act as the liaison with campus power plant.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Responsible for the daily monitoring, oversight, and correction of heat, air conditioning, and ventilation to insure an environment conducive to learning and working.
- Responsible with the college engineer for the monitoring and documentation of all campus utilities in support of monthly utility approvals.
- In conjunction with the power plant manager evaluate, plan and process the necessary initiatives to insure the most efficient and safe operation of the college's power plant, including an ongoing plan of evaluation, updating and repair of the college's steam and condensate network.
- Responsible for the ongoing proper maintenance of the campus HVAC (i.e., filter replacement, sensors, etc.) systems to insure proper operation including the submission of information to support contracts and requisitions.
- Responsible with the Assistant Director of Campus Security for the monitoring, storage, disposal, and education as it relates to hazardous wastes on campus, insuring all federal mandates are followed including the submission of the proper recording forms.
- Conduct ongoing inspections and take the necessary steps to insure the efficient use of utility resources (i.e., leaky faucets, steam leaks, proper insulation, etc.).
- Effectively communicate the status of problems effecting building environment and interact in an effective manner with students, faculty and staff to insure their understanding and solution to related problems.
- Manage campus energy management systems including lighting, HVAC, etc.
- Prepare documents for the administration for the formulation of MPA's, reqs, etc. related to campus environmental initiatives.
- Act as the liaison to campus green initiatives as necessary.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Associate Director of Facilities and Operations.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

Two years of related experience.

OR

In lieu of a Bachelor's degree, a high school diploma *with* a minimum of ten years of experience including two years with environmental systems.

Skills, Knowledge and Abilities:

- Knowledge of automated systems used in the control of HVAC, lighting, etc.
- Good written and verbal communication skills.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is subject to both inside and outside work and extreme cold and hot temperatures can be encountered, as well as noise, hazards, hazardous materials, atmospheric conditions, and oils; may need to wear respirator. Position requires 24-hour callback in cases of emergency.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.