Sustainability Support Specialist
Position Profile

Status: Part-time/Temporary/Seasonal (PTS) position, non-exempt

Salary: Starts at $14.00 per hour (Depending upon qualifications)

Location: City Center

Duration of Assignment: Position begins in July 2018, 3-5 days per week through September. Position could be extended into autumn or through the end of the year, depending on funding.

Hours: Morning, afternoon and evening shifts between 7:00 AM and 8:00 PM. Occasional evening, weekend and holiday hours will be required. Position will likely average 20-30/hours a week (negotiable).

Reporting Relationship: Reports to Sustainability Specialist

Public Works Department
The Public Works Department is comprised of Engineering, the Water Treatment Plant, Utility Field Operations, Street Maintenance, Fleet Services, and Environmental Services. The department is responsible for the environmental management, design, construction, and maintenance of the street, water, sewer, and drainage infrastructure systems in the community.

Position Responsibilities
The Sustainability Support Specialist role is to support the implementation of the Sustainable Eden Prairie Initiative. The primary position responsibilities and areas of impact are:

1) Assist in providing technical support to residents, businesses and other interested persons on waste reduction, water conservation clean/energy conservation, native landscaping and other sustainable issues.
2) Engage community stakeholders to raise awareness about the Energy Action Plan and available programs.
3) Conduct targeted outreach to individual businesses and public/nonprofit/service organizations to garner support of stated energy goals and encourage participation in energy-conservation programs.
4) Assist in organizing and preparing content for workshops, lunch & learn, and other events for multi-family properties, commercial/industrial users and public/nonprofit/service organizations.
5) Assist in development and implementation of community-wide residential energy challenge.
6) Assist planning of a behavior change campaign at Eden Prairie Schools.
7) Engage local service providers and contractors to share information about available rebate programs, including coordination with other Xcel Energy Partners in Energy communities.
8) Attend monthly Conservation Commission Meetings to provide updates on the Energy Action Plan and Sustainable Eden Prairie.
9) Participate in bi-weekly check-in calls with City and Xcel Energy Partners in Energy staff.
10) Assist in development of Sustainable Eden Prairie community courses.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.
City of Eden Prairie Values

We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: collaboration, innovation, integrity, performance and relationships.

Position Requirements

**Education:** High school diploma required; must be pursuing or have recently completed a bachelor’s or master’s degree in a related field such as environmental science, sustainability, environmental policy, or similar.

**Work Experience:** Must have experience working independently with minimal supervision in a busy environment.

**Technical Skills:** Proficiency in MS Office (Word, Excel, PowerPoint, and Outlook) required; advanced data processing and composition skills required, a cover letter and resume must be attached with application. A valid Minnesota Class D Driver’s License is required for this position.

Position Specific Expectations

**Communication:** Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.

**Attention to Detail:** Able to find errors in work and solve problems; anticipates issues and performs at a high level of accuracy; sets up systems to ensure errors are not repeated.

**Accountability:** Follows through on commitments; focuses on appropriate tasks throughout the shift; takes responsibilities for actions both as an individual and on behalf of the organization; actions and words are in sync; follows all policies and procedures; maintains confidentiality; is prepared and punctual to all scheduled shifts.

**Organization:** Ability to coordinate several activities, responsibilities, and tasks simultaneously in a polite and professional manner; prioritizes what needs to get done; keeps things neat and orderly; utilizes tools for efficiency; factors several considerations when planning; establishes methods to ensure routine tasks are completed.

**Problem Solving:** Ability to tackle a problem by using logical, systematic, sequential approach; makes a systematic comparison of two or more alternatives; notices discrepancies and inconsistencies in available information; identifies a set of features, parameters or considerations to take into account in analyzing a situation or making a decision.

City of Eden Prairie Pre-employment Process

The City of Eden Prairie conducts the following pre-employment checks for this position:

- Professional Reference Checks
- Criminal History and Driver’s License Check (must have excellent driving record)
- Education and work history verification
All final candidates must successfully complete and pass the City’s evaluation of the pre-employment process before their first day of employment.

**City of Eden Prairie Application Timeline**

To apply, complete an online application ([www.edenprairie.org](http://www.edenprairie.org) and click on the employment tab) by the application deadline.

**Position Posted**: Tuesday, May 29, 2018

**Application Deadline**: June 12, 2018 at 8:00am

**Review Applications**: Week of June 11, 2018

**Interviews**: Week of June 18, 2018

**Potential Start Date**: Beginning of July