

CHIEF SUSTAINABILITY OFFICER (BUILDINGS)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with full latitude for the exercise of independent initiative and judgment, oversees the activities of the Department's Office of Sustainability; advances energy and sustainability policy citywide; advises the Commissioner on matters related to energy conservation and sustainability; performs related work.

Examples of Typical Tasks

Oversees the Office of Sustainability, a major division of the department responsible for the development, periodic revision, and enforcement of the NYC Energy Conservation Code (NYCECC or Energy Code); development of regulatory strategy and the enforcement of local laws concerning energy and carbon emissions reduction; and advancement of energy and sustainability policy in the construction industry.

Participates in the formulation and implementation of the policies of the agency and recommends changes in policies and procedures as deemed necessary. Develops project plans that identify schedules, costs, resources and necessary roles and responsibilities of units and employees, and implements division strategic plans, ensuring consistency with the agency's mission and citywide energy conservation policy.

Provides a framework for effective management and utilizes organizational and planning skills to execute projects effectively and on time. Directs the work of managerial, professional, technical and support staff responsible for the operations of the agency's energy management functions, including the establishment of short- and long-term plans. Sets goals, objectives, and priorities, and allocates resources, including personnel, for the most effective utilization. Establishes and maintains organizational controls. Coordinates the activities of organizational units within the agency as necessary.

Supports the integration of sustainability requirements throughout the agency's work.

Conducts analyses and creates legislative, policy and/or rulemaking strategies to address any gaps or weaknesses in current strategies and to establish new strategies to improve agency functions regarding energy and sustainability.

Represents the Commissioner of Buildings or First Deputy Commissioner at meetings and conferences concerning policy and operational issues and agency activities. Performs liaison functions relating to the operations of the agency with Federal, State, local and City agencies.

Is responsible for the preparation of legally-mandated reports regarding energy and sustainability and their submission to government agencies.

Qualification Requirements

1. A master's degree from an accredited college or university in architecture or architectural technology, biology, building science, chemistry, climate and society, climate science, city or urban planning, construction management, earth science, economics, energy management, engineering or engineering technology, environmental law, science, or studies, facilities management, mathematics, physics, public administration, public policy, statistics, sustainability, urban studies, or a related field, or a juris doctorate degree from an accredited law school with a concentration in environmental law, and two (2) years of satisfactory, full-time experience in energy, environmental, or sustainability-related data analysis, program management, strategic planning, or a related field, at least eighteen (18) months of which must have been in an administrative, managerial, executive, consultative, or supervisory capacity; or
2. A baccalaureate degree from an accredited college or university and four (4) years of satisfactory, full-time experience as described in "1" above, at least eighteen (18) months of which must have been in an administrative, managerial, executive, consultative, or supervisory capacity; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least eighteen (18) months of experience in an administrative, managerial, executive, consultative, or supervisory capacity as described in "1" above.

Lines of Promotion:

None. This class of positions is classified in the Non-Competitive Class.