Job Class: State Program Admin Coordinator (36299)
Working Title: Sustainable Facilities Manager

Who May Apply: Open to all qualified job seekers
Date Posted: 10/14/2019
Closing Date: Open until Filled
Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE
Division/Unit: Facilities
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, occasionally for training and conferences
Salary Range: $30.93- $45.99/hourly; $64,182- $96,027/annually
Classified Status: Classified
Bargaining Unit/Union: 214/MAPE
FLSA Status: Exempt - Administrative
Connect 700 Program Eligible: Yes

Job Summary:

This posting will be opened until filled. Review of applications will begin on 11/4/19.

The position’s primary purpose is to improve the longevity, efficiency, and performance of system facilities through program and data analytics work and serving as the subject matter expert on sustainability. The responsibilities include program work related to building conditions, energy and water performance, and maintaining current knowledge of sustainability principles and financing, all in support of improving college and university facilities. The position also supports the Higher Education Asset Preservation and Replacement (HEAPR) program as part of the capital budget process.

The position is located in the System Office. The Sustainable Facilities Manager reports to the Senior System Director for Capital Development, who has responsibility over capital planning, financing, and real estate and is part of the Facilities Unit. The Facilities Unit provides facilities planning, financing, design and construction, insurance and environmental health and safety oversight and expertise to the campuses, including the preparation of the biennial capital budget.

The work location is in the heart of downtown St. Paul, connected to the skyway system. Benefits include excellent health and dental insurance, retirement package, tuition
waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

**Minimum Qualifications:**

**Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.**

- A Bachelor’s degree in environmental studies, planning, sustainability, geographic information science, engineering, architecture, or related field AND at least 3 years of relevant work experience

  OR

- An unrelated bachelor’s degree and at least 5 years of experience with managing facilities condition, energy or sustainability programs in a comparable position in a public or private sector setting

  AND

- Experience with facilities condition and/or energy tracking database/systems
- Experience with B3, B3 2030, and state energy objectives
- Strong Excel or database skills
- Strong verbal and written communication skills
- Experience managing projects through ambiguity and uncertainty
- Ability to fulfill all travel requirements (5%-10%), including any requirements of fleet / risk management policies required of system employees when traveling
- Have a valid driver’s license

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

**Preferred Qualifications:**

- Higher education or public sector experience in a similar role managing building renewal program
- LEED Credentials

**Additional Requirements:**

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State’s Vehicle use criteria and consent to Motor Vehicle Records check.
Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: Work at Minnesota State!

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical ($32.48 per month single and $221.62 per month family) and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

How to Apply

External Applicants: Go to the State of MN’s career site at http://www.mn.gov/careers.

Internal Applicants: Go to Self-Service/Careers.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application...
system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.