

Bulletin No: 006430-004

Job Title: MANAGER, TRANSPORTATION SUSTAINABILITY (ENERGY RESILIENCY)

Public Transportation Services Corporation (PTSC)

PTSC is an equal employment opportunity employer

Non-Represented EMPLOYMENT OPPORTUNITY

Specialty: ENERGY RESILIENCY

Closing Date: 04-JUL-24

Salary Grade: H1N

Salary Range: \$99,278 - \$124,093 - \$148,928

External/Internal: EXTERNAL

At Will\*\*

This bulletin is posted to establish or add to a Qualified Candidate Pool(QCP)

### **Basic Function**

To manage activities associated with climate change management, energy conservation and efficiency, sustainable construction, and operations management programs, including plan development; program implementation, monitoring, assessment and mitigation; administrative operations; and budget development and monitoring. Collaborate with Metro's various departments and business units in implementing the agency's overall sustainability program.

### **Example Of Duties**

- Works in concert with management to implement specific projects and programs to ensure compliance with Federal, State, and Local sustainability statutes, regulations, and guidelines
- Drives innovation related to energy resiliency, climate change, and compliance programs, projects, and activities.
- Serves as a liaison and focal point with regulatory agencies, Metro staff, public entities, business units, and other stakeholders to advance Metro's climate change management and sustainability priorities
- Coordinate with multiple interest groups associated with clean fuel and vehicle standards; sustainable infrastructure organizations and industry; utility and energy conservation providers and agencies; and recycling and re-use organizations to effectively oversee agency-wide efforts to promote Metro's initiatives in environmental quality improvement, energy-efficiency, and other sustainability development goals
- Collaborate with key state agencies, industry sectors, business groups, academic institutions, environmental organizations, and other stakeholders to design sustainability programs
- Works with appropriate Metro departments in implementing sustainability programs, including providing technical guidance, identifying opportunities, forecasting Metro needs, developing feasibility and cost analysis, and formulating program guidelines
- Creates and implements appropriate procedures, work plans, and budgets; monitors budget and analyzes budget variances
- Prepares sustainability related reports mandated by California Air Resources Board, South Coast Air Quality Management District, California Transportation Commission, California Energy Commission, and other similar agencies
- Participates in statewide and local task forces, committees, panels, and peer groups on issues related to sustainability

- Ensures that sustainability efforts are incorporated into the decision-making process during the design, construction, and/or acquisition of Metro buildings, facilities, and transportation systems.
- Acts as Metro's point of contact and clearinghouse on sustainability for 88 cities, Los Angeles County and 20 special districts
- Represents the department and Authority before regulatory agencies, professional organizations, and at other meetings
- Prepares and presents reports to management, the Metro Board, outside agencies, and the public
- Keeps current on laws, regulations, and rules concerning sustainability developments
- Oversees, monitors, and adheres to department budget, goals, and schedules which complies to agency-wide fiscal responsibility
- Contributes to ensuring that the EEO policies and programs of Metro are carried out

May be required to perform other related job duties

### **Requirements For Employment**

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education on a one-for-one-year basis. A typical combination includes:

#### **Education**

- Bachelor's degree in Engineering, Policy, Energy, Urban Planning, Public or Business Administration, or other related field; Master's degree in a related field preferred

#### **Experience**

- Six years of relevant experience or three years of relevant supervisory-level experience in energy/climate change or related sustainability programs

#### **Certifications/Licenses/Special Requirements**

- LEED® Accredited Professional or equivalent with commissioning experience preferred
- Occasional exposure to weather, physical, mechanical, electrical, and chemical hazards
- On occasion, may be required to work on weekends or at night
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions

#### **Preferred Qualifications**

Preferred Qualifications (PQs) are used to identify relevant knowledge, skills, and abilities (KSAs) as determined by business necessity. These criteria are considered preferred qualifications and are not intended to serve as minimum requirements for the position. PQs will help support selection decisions throughout the recruitment. In addition, applicants who possess these PQs will not automatically be selected.

The following are the preferred qualifications:

- Experience advancing energy policy, rules, regulations, and statutes related to transportation systems and reduction of impacts of climate change through energy-related strategies.
- Experience leading project and program management such as metrics development, tracking, and improvement.
- Experience negotiating systems integration & management with internal and external stakeholders.

- Experience developing and implementing energy management programs and projects to increase in operational efficiency, sustainability, and energy resilience.
- Experience consolidating complex variable opinions and work using Energy Management Systems and frameworks towards fulfillment of agency goals, objectives, and metrics.
- Current Certification in Professional Electrical or Systems Engineer or are a Certified Energy Manager, preferred not required.

**Knowledge:**

- Applicable local, state, and federal laws, rules, and regulations governing mass transportation in relation to sustainability and climate change
- Theories, principles, and practices of the sustainability industry including experience in implementing energy efficiency, energy conservation, and renewable energy projects and programs and Leadership in Energy and Environmental Design (LEED®) or equivalent guidelines
- Federal, State, and Local statute, regulations, and guidelines pertaining to climate change and sustainability-related incentive programs
- Contract and project management practices
- Modern management and sustainable procurement theory

**Skills:**

- Preparing sustainability related reports, research, analysis, and recommendations
- Compiling, analyzing, and interpreting complex data related to sustainability
- Establishing and implementing strategies and guidelines related to sustainability
- Exercising sound judgement and creative decision making
- Negotiating and managing contracts
- Communicating effectively orally and in writing
- Preparing comprehensive reports and correspondence
- Interacting professionally with various levels of Metro employees and outside representatives

**Abilities:**

- Conduct economic and technical analyses using sustainability principles such as the LEED® guidelines, AB 32, and other climate and sustainability strategies and programs, legislative proposals, and other related policy documents
- Research issues, conduct analysis, and provide analytical results in written reports, memos, and other correspondence related to sustainability
- Plan, organize, and direct the work activities related to sustainability and energy needs at Metro.
- Work effectively and collegially with all levels of internal and external staff to develop and maintain a strong stakeholder relationships
- Manage a range of complex sustainability projects and activities with overlapping and demanding deadlines in a variety of different forums with a diverse group of stakeholders
- Manage contracts and contractors
- Mediate and negotiate
- Represent Metro before the public including providing presentations on a range of sustainability related topics
- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- Determine strategies to achieve goals

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, and budgets
- Read, write, speak, and understand English

**Selection Procedure**

Applicants who best meet job-related qualifications will be invited to participate in the examination process that may consist of any combination of written, performance, or oral appraisal to further evaluate job-related experience, knowledge, skills and abilities.

**Application Procedure**

To apply, visit Metro's website at [www.metro.net](http://www.metro.net) and complete an online Employment Application. Metro Telephone: (213) 922-6217 or persons with hearing or speech impairments can use California Relay Service 711 to contact Metro.

All completed online Employment Applications must be received by 5:00 p.m. on the closing date.  
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\*Open to the public and all Metro employees

\*\*This is an At-Will position and employee serves at the pleasure of the hiring authority.

This job bulletin is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.