

SUSTAINABILITY AND INNOVATION MANAGER

THE POSITION

Under general supervision, serves as the technical expert, developing strategic plans and objectives to meet current, developing and future requirements associated with local, state, and federal regulations related to utilities (including electricity, natural gas and potable water).

Performs professional program and project management duties related to energy efficiency and optimization. Develops, implements, and coordinates renewable energy and distributed generation projects for City facilities. Provides direction to various customers, City staff and the general public regarding utilities related projects and issues.

ESSENTIAL DUTIES

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind duties and work assignments.)

1. Prepares plans; collects, analyzes and reports data, assess operations and processes
2. Plans, directs and coordinates the activities of City utilities programs, Develops, coordinates and implements comprehensive citywide policies, and plans.
3. Acts as an expert and advises the Department and City leadership on utilities issues; monitors federal, State, regional, County legislation; advises staff in resolving complex or technical issues, supports other City Committees, Commissions and City Council on utilities matters.
4. Interfaces and communicates with related organizations, agencies, public service providers, non-profit partners, City Council and City Commissions, City personnel, developers, contractors, businesses and property owners, engineers, planners and the public.
5. Maintains expert knowledge of related programs and systems, principles and practices, research methods, codes, regulations, ordinances, management principles, and applicable laws.
6. Coordinates and reviews federal, state and local funding sources; writes grants and monitors grant-administered programs to ensure contract compliance.
7. Reviews and/or prepares written communication, make presentations to the City Council, private and public organizations, boards and commissions, outside agencies, and city management staff.
8. Evaluate capital project designs for energy impacts, perform energy audits, identify project and funding requirements, prepare work scope and contract documents, review as-built drawings, and O&M manuals, assure system commissioning, and develop design standards;
9. Develop utilities budgets and forecasts, monitor and analyze costs/, recommend strategies, and investigate new technologies;

10. Ensure that all available rebates and/or grants are pursued to facilitate the reduction of operating costs;
11. Identify energy conservation opportunities and create a plan taking into account system interaction, utility rate structure, equipment life expectancy, maintenance, impact on building operation and relative payback;
12. Interact with local utility companies and various state and federal agencies to stay abreast of current trends;
13. Plan and direct project management activities for a variety of conservation and energy efficiency projects
14. Develop informational materials related to energy efficiency and sustainability for City employees, residents and the general public.
15. Perform technical engineering duties in the design and construction of Public Works engineering projects.
16. Other duties as assigned.

QUALIFICATIONS

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Recent paid and progressively responsible project and/or program management work experience in energy efficiency, renewable energy and/or energy sustainability, which has included budgetary and training program responsibilities.

Bachelor's degree in engineering or related field and four years of experience in Sustainability/Environmental related programs, or progressively responsible experience in managing complex or technical Environmental programs. Recent, related work experience in a municipal environment is desirable.

Knowledge of:

- Principles, practices, and techniques of public administration with an emphasis in sustainability programs and policy.
- Applicable federal, state and local laws and regulations related to the environment and sustainability.
- Quantitative research and management analysis techniques. Budget development and administration.
- Research methods
- Project management methods and techniques.
- Technical design and application of energy efficiency measures used in retrofits and new constructions.
- Concepts and principles of energy sustainability related to facilities and infrastructure.
- Energy fundamentals such as energy sources, utility distribution and utility tariffs.
- Applicable federal, state and local laws, codes and regulations.
- Basic budgeting practices and procedures.

Skill and Ability to:

- Ability to manage multiple priorities and projects.
- Ability to work on a team, build coalitions, and communicate effectively with a diverse community.
- Interpret and apply policies, rules, and regulations.
- Perform complex policy analysis and research.
- Prepare and present clear, concise and comprehensive written and oral reports and recommendations.
- Work independently and collaboratively to resolve issues and reach consensus.
- Establish and maintain effective and cooperative working relationships with City employees, various businesses, community groups and agencies, and the general public.
- Conduct analytical, statistical and financial research and make recommendations.
- Organize, analyze, and graphically represent data using technical software applications.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.

License:

Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform work, which is primarily sedentary.
- May be required to use personal and/or City vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.
- May be required to respond to emergency situations.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require vision (which may be corrected) to read small print.