



Director of Environmental Technology

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
TBD	Exempt	1 – Officials/Administrators	Non-Represented	15	Revised 7-19-11	11-035	1 of 2

DEFINITION: Under administrative direction; manages the activities and operations of the District’s environmental technology projects and programs; provides consultation and technical expertise to the Maintenance and Transportation departments, and the Board of Directors; and promotes the District’s programs, policies, and funding goals to federal, state, and local entities, regulatory agencies, and public affairs and community groups.

REPORTS TO: The Director of Capital Projects, or designee.

REPRESENTATIVE FUNCTIONS: may include but are not limited to:

- Develops policies, programs, and strategies that provide solutions to air quality and noise problems in communities served by the District, improves the fleet’s fuel efficiency, and reduces the District’s Greenhouse Gas emissions and overall energy usage.
- Develops general design concepts and application strategies for the procurement of new, clean, energy-efficient equipment and alternative fuel technologies for facilities and transit vehicles.
- Investigates new products and technologies; manages installation requirements, oversees vendors, reports on product performance, and provides recommendations for future procurements.
- Manages major transit capital projects related to alternative fuel and clean, energy-efficient programs through Alternatives Analysis, Environmental Impact Statements, and the preparation of supporting documentation for funding processes. Develops capital life cycle programs, work priorities, staffing plans, and project schedules.
- Manages the testing, evaluation, and performance reporting of new products and technologies, including performance standards, quality assurance, and analysis of potential equipment and component failure. Develops and updates standard operating procedures for the monitoring of all new alternative fuel technologies and equipment.
- Prepares and reviews grant proposals; seeks funding opportunities for future studies and projects; and ensures compliance with contractual obligations, and federal, state, and municipal regulations. Consults with the Purchasing department regarding the administration of vendor contracts.
- Prepares, reviews, analyzes, and summarizes cost data and identifies opportunities for cost control and reduction in transit vehicle fuel consumption and expenditures.
- Develops and implements public information strategies to generate recognition and political support for alternative fuel program activities.
- Represents the District and may present testimony before various federal, state, regulatory, and local committees, commissions, boards, and agencies. Meets with government officials and politicians at federal, state, and local levels as District advocate, and to raise public funds and seek new funding opportunities from grants and government earmarks.
- Develops and reviews research data and analyses of proposed, pending, or existing federal, state, county, and local legislative measures that may impact the District’s alternative fuel programs, policies, and funding. Evaluates related legislative issues and manages the formulation of proposed legislation for recommendation and resolution.
- Responds to federal and state legislative matters that directly impact the District’s funding, policies, and practices related to alternative fuel usage.
- Solicits the participation of private sector companies to develop leading and cutting-edge technologies, utilizing private capital to leverage public funds; and solicits private foundation grants for the District’s educational activities in support of environmental technologies.



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- Develops and maintains partnerships with external agencies, organizations, companies, and foundations to advance the District's environmental technology programs in order to receive grants and contributions in support of the District's environmental educational activities.
- Manages the development, administration, coordination, and control of capital and operating budgets related to environmental technology programs.
- Prepares, analyzes, and composes written reports with recommendations; as well as oral reports and presentations to the Board of Directors, District staff, and external groups to provide information and publicize alternative fuels programs.
- Supervises and provides work direction to professional, technical and clerical staff.
- Performs related duties as required.

Knowledge and Abilities Required:

Knowledge of: Transit and District operations; project management and administration; comprehensive design and installation requirements of alternative fuel technologies within transit vehicles and clean, energy-efficient technologies; principles and practices of vehicle design and energy-efficient systems; methods and techniques of procurement; principles of production management related to vehicle repair and maintenance, including asset management, inventory, valuation, and equipment life cycle analysis, in order to forecast repair and maintenance requirements, and to estimate work completion times; principles and practices of capital funding advocacy, contract development, grant writing, and compliance; principles and practices of budget preparation and administration; principles and practices of legislative program development, lobbying, and advocacy programs; legislative analysis; activities and services of civic groups, community relations programs, pertinent federal, state, and local laws, regulations, codes, and ordinances; principles and applications of management, training, employee motivation, leadership, team building, and conflict resolution; effective communication and presentation techniques, including current software for presentation, spreadsheets, word processing, and program/project management at the intermediate level of proficiency.

Ability To: Manage a comprehensive program of procurement for new alternative fuel and energy efficient sustainable technologies for transit vehicles and facilities; read and interpret architectural and engineering drawings and plans; identify and respond to sensitive community, organizational, and legislative issues and needs; research, analyze, and evaluate policies and operational requirements and make appropriate adjustments; research, analyze and evaluate new service delivery methods and techniques; supervise and direct the work of subordinates; prepare and administer a department budget; prepare and analyze written reports with recommendations; make effective oral presentations to a variety of audiences; and establish and maintain positive working relationships with those encountered in the course of work using principles of excellent customer service.

Education/Training: A Bachelor's Degree from an accredited four-year college or university in public policy and administration, planning, engineering, environmental design, political science, public relations, communications, or a closely related field.

Experience: Seven (7) years of increasingly responsible level experience in the implementation and/or project management of energy systems, equipment design and procurement, and maintenance within transportation system vehicles and facilities, preferably the installation of new alternative fuel and clean, energy-efficient technologies, and which must have included four (4) years of experience supervising professional level staff.

Desired:-Experience with legislative or government relations program development and implementation.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to attend meetings and functions at District facilities, and other public and private locations, as necessary.