



GROUP MANAGER, SUSTAINABILITY PROGRAM

FC: 000088
PB: 12

PC: 960
BU: 95
June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Responsible for guiding BART's Sustainability planning and implementation in order to advance BART's long-term vision for sustainability. Plans, directs, manages and oversees the activities and operations of the Energy Division and Environmental Management Systems, to implement BART's Sustainability Policy through sustainable and resilient provision of energy and other key resources supporting operation of the BART system; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant General Manager and Chief Planning and Development Officer(s); and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this job class manage, through subordinate supervisory and professional staff, activities related to electricity procurement and conservation, green building techniques, and green supply chain management. Incumbent manages and directs multiple projects within assigned area of responsibility and is accountable for accomplishing departmental goals and objectives as defined by the Sustainability Plan/Policy, furthering District goals and objectives within general policy guidelines, and providing District's response and actions required under State energy law, policies and executive orders.

REPORTS TO

This position reports to Chief Transit System Development Officer or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for implementing, reviewing, and updating BART's Sustainability Plan/Policy and related programmatic guidance.
2. Manages the development and implementation of program goals, objectives, policies and priorities for the Energy Division and Environmental Management System.

Group Manager, Sustainability Program

Page 2

3. Establishes, within District policy, appropriate staffing levels; monitors and evaluates the efficiency and effectiveness of sustainability outcomes from Sustainability Group activities; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the Energy Division and Environmental Management Systems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Evaluates sustainability improvements for cost-effectiveness through life-cycle costing, cost-benefit analysis, or other appropriate techniques.
7. Analyzes the threat to the BART system based upon severe weather events and evaluates system for improvements to resilience to shocks such as extreme weather, sea level rise, earthquakes, energy security, and manmade threats; highlights techniques with resilience and sustainability co-benefits.
8. Analyzes the opportunities, constraints and recommends responses presented by federal, State, and local energy conservation, green building, green supply chain management, and other sustainability-related regulations and programs.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the program budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Represents the Sustainability Group to other departments, elected officials and outside agencies; works with other departments to identify opportunities to implement best practices in incorporating sustainability into appropriate projects and ongoing activities; coordinates with regional and national agencies to develop partnership opportunities for low-carbon power and related strategies.
13. Provides staff assistance to the Assistant General Managers and Chief Planning and Development Officer(s); participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.

14. Attends and participates in professional group meetings; stays abreast of new trends, innovations, and legislation at the federal, State, regional and local levels related to sustainability.

QUALIFICATIONS

Knowledge of:

- Principles and practices of policy development and administration.
- Advanced principles and practices of sustainability, resilience, energy conservation, carbon reduction, green building, and green supply chain management.
- Practices and procedures of the energy industry.
- Principles and practices of contract administration and negotiation.
- Principles and practices of budget preparation and administration.
- Principles of life-cycle and/or cost-benefit analysis of potential projects and policies.
- Principles of supervision, training and performance evaluation.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Developing and administering program goals, objectives and procedures.
- Effective communication of sustainability to internal and external audiences
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Delegating authority and responsibility.
- Selecting, supervising, training and evaluating staff.
- Preparing clear and concise administrative and financial reports.
- Preparing and administering large and complex budgets.
- Interpreting and applying applicable Federal, State and local policies, laws and regulations to support sustainability outcomes.
- Communicating clearly and concisely, both orally and in writing.
- Performing complex data analyses; interpreting results and making presentations.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public policy, business/public administration, environmental policy, environmental or mechanical engineering, planning or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time) equivalent verifiable sustainability project and program experience which must have included at least three (3) years of management and administrative experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 01

Safety Sensitive: No