

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/about-samtrans/jobs>

Employment Hotline 650-508-6308

July 25, 2022

TITLE: Manager, Environmental and Sustainability Planning
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Planning, Grants & Transportation Authority
PAY RANGE: \$ 2,342.15 - \$ 3,513.23 weekly (\$121,792 - \$182,688 estimated annual)
APPLICATION DEADLINE: **Friday, August 12, 2022**
WORK LOCATION: San Carlos

GENERAL DESCRIPTION: The Manager, Environmental and Sustainability Planning reports to the Director, Planning and is responsible for managing environmental compliance for San Mateo County Transit District (SamTrans) and San Mateo County Transportation Authority (TA), as well as managing the sustainability programs and projects for the SamTrans, the Peninsula Corridor Joint Powers Board (Caltrain), and the TA.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Responsible for overseeing the development and management of environmental and sustainability projects, programs and plans, including those that advance sustainability and resiliency for agency-owned facilities and assets.
- Develop and maintain working relationships with internal and external stakeholders.
- Manage environmental clearance and permitting for SamTrans and TA capital programs and/or projects under NEPA and CEQA.
- Liaison with internal and external stakeholders on matters related to environmental and sustainability planning, programs, and compliance.
- Oversee work performed by environmental consultants.
- Coordinate with Resource Agencies, the Federal Transit Administration and other State and Federal agencies as needed.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Oversee environmental and sustainability studies and plans, including the development of Sustainability Strategic Plans for SamTrans and Caltrain.
- Advise senior management on emerging relevant environmental and sustainability trends, topics, and information relating to organizational initiatives, goals and interests.
- Develop project scopes, schedules, and budgets. Manage selection of consultant contract services, and monitor performance and work activities for compliance with established standards.
- Identify sustainability related funding sources. Coordinate with grants department as they develop sustainability grant applications.
- Prepare reports and other communication to senior staff, board members, and outside agencies and committees. Develop presentations to public agencies, officials, and the public.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Director, Planning who directs work, establishes goals and objectives, and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in transportation planning, environmental planning, engineering, or a closely related field.
- Five (5) years of full-time progressively responsible experience in urban planning, environmental planning, or transportation planning.
- Two (2) years of supervisory experience.

PREFERRED QUALIFICATIONS:

- Strong knowledge and application of CEQA/NEPA environmental review processes for transportation projects.
- Experience developing and implementing environmental and sustainability programs and projects.
- Public transit experience.
- Experience and familiarity with Environmental Resource Agencies (USACE, US Fish and Wildlife Services, Regional Water Quality Control Board, CA Department of Fish and Wildlife, etc.)

SELECTION PROCESS MAY INCLUDE: The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.samtrans.com/about-samtrans/jobs. Complete an online employment application by 11:59 pm on Friday, August 12, 2022. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to hr@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.