

Position Description

Title: Sustainability Transportation Manager
Status: Full Time
Grade: 37 09
FLSA Status: Non-Exempt
Department: Sustainability
Revision date: January 2024

Nature of Work:

The purpose of this position is to reduce greenhouse gas emissions associated with South Portland's transportation sector and manage the City's sustainable transportation efforts. The Sustainability Transportation Manager will work under the Sustainability Director and work closely with the Planning Division, Public Works Department, South Portland Bus Service, and all City departments.

The position will have two primary focuses: developing incentives and building the infrastructure needed to transition to electric vehicles and facilitating a substantial mode shift to public transportation, biking, and walking. It will also include, to a lesser degree, broader initiatives in sustainability, planning, municipal operations, anti-idling, and alternative fuels.

The position will have a strong emphasis on education and outreach, garnering support for City policies and programs, and working with the *One Climate Future* team to promote sustainability initiatives. It will also frequently include representing the City at relevant regional and state-level events and meetings, building partnerships designed to achieve South Portland's transportation goals, facilitating inter-departmental coordination, and presenting in front of the City Council and various City committees.

Supervision Received/Exercised:

Will perform duties under the guidance and direction of the Sustainability Director and collaborate in all matters related to policy and external communications. The Sustainability Director works under the general guidance of the City Manager's Office and the policy guidance of the City Council. The position will work closely with City staff at all levels and the public. The position has no direct supervision of any permanent staff, but may have seasonal responsibility to direct the work of student interns.

Essential Duties and Responsibilities:

- Under the direction of, and with priorities established by the Sustainability Director, lead the Sustainability Office's work in reducing GHG emissions associated with transportation through the development and implementation of programs, projects, and policies

identified in the City's climate action plan and such other relevant plans the City Council may adopt.

Vehicle Electrification

- Manage an electric vehicle capital transition program for municipal transit buses, school buses, and light duty vehicles and assist department heads in transitioning their fleets to electric vehicles as proven technologies become available and relatively cost effective.
- Assist department heads with budgeting for and EV procurement.
- Manage the build out of EV charging infrastructure needed for municipal fleets, including buses, light duty trucks, and cars.
- Oversee the expansion of a community network of EV charging infrastructure available at City-owned sites, multi-unit dwellings, and businesses, ensuring that the network is not only high-impact but also accessible to all members of the community.
- Promote and help facilitate electric vehicle charging infrastructure projects communitywide.
- Maintain a working knowledge of new technologies and opportunities related to EVs, charging infrastructure, vehicle-to-grid applications, car-share services, smart controls, autonomous vehicles, and advanced grid designs and operations.
- Identify and pursue funding opportunities, grants, and public-private partnerships to build out EV incentives and infrastructure.
- Collaborate with the Economic Development Department to partner with local employers and regional partners to promote more efficient and zero-emissions commuting and vehicles.

Sustainable Transportation Planning & Mode Shift

- Facilitate a substantial community mode shift from passenger vehicles to public transportation, biking, and walking to meet *One Climate Future* milestones.
- Lead City's complete streets efforts through interdepartmental coordination, implementation of the Street Design Technical Manual, and ongoing collaboration with MaineDOT and GPCOG/PACTS.
- Coordinate with South Portland Bus Service and regional transit agencies to make public transit easier, expand local connections, and explore rapid transit.
- Support the Planning Division in preparing the Comprehensive Plan, master plans, neighborhood studies, and other planning projects to ensure that objectives for land use, employment, and housing support accessible and sustainable transportation, and strengthen multimodal options.
- Participate in planning initiatives that support city growth in ways that reduce vehicle miles traveled, including but not limited to collocating transportation and housing with density and creating livable street networks.

- Work with the Public Works Department on intersection and street design, installing and assessing pilot projects, and pursuing funding for projects.
- Collaborate with regional partners to build out active transportation infrastructure and create a more prolific and inclusive bicycle and pedestrian culture.
- Serve on the regional Vision Zero Advisory Committee and subsequent sustainable transportation committees as assigned.
- Facilitate interdepartmental coordination to progress sustainable transportation goals by coordinating meetings and developing resources.
- Lead ongoing initiatives to reduce vehicle idling through anti-idling campaigns, vehicle technology, and improved intersection design.
- Assist the Public Works Department in building out a geospatial inventory of transportation assets and facilitate the incorporation of local climate models into transportation asset management plans and investment decisions.
- Track progress and report on transportation GHG emissions reductions as needed.

Outreach & Engagement

- Represent the City at relevant events and meetings regarding regional and state-level transportation policies and programs. Advocate for legislative changes as needed to support sustainable transportation initiatives.
- Act as the Sustainability Director's staff appointee on the City's Bike/Ped Committee.
- Work to build strong relationships with project partners and neighboring communities to expand and improve sustainable transportation options in South Portland and Maine.
- Work with the Sustainability Director and other relevant departments or committees to develop campaigns and outreach materials that educate the community about sustainable transportation options, and garner support for new policies and programs in South Portland.
- Manage outreach content for sustainable transportation programs and policies, including technical association and the creation of memos, talking points, press releases, media interviews, news articles, presentations, and webinars.
- Participate in and help develop the Sustainability Department's general outreach and engagement, including social media and print media.
- Represent the City at relevant events, meetings, speaking engagements, and other outreach or opportunities regarding sustainable transportation.
- Assist the Sustainability Director and other department heads as necessary in preparing budget recommendations for sustainable transportation initiatives, including capital expenditures and related specifications.
- Provide research support to the Sustainability Director for new policies and programs.

- Work productively and cooperatively with supervisors, co-workers, assigned committees, and the general public, exercising tact and diplomacy when needed, and always striving to promote and maintain a cooperative workplace atmosphere.
- Support the overall success of the City's Sustainability Office by performing all other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the transportation sector, low-carbon transportation technologies, and climate change associated with the transportation sector.
- Experience developing and implementing sustainable transportation programs.
- Knowledge of electric vehicles and charging infrastructure, demand management initiatives, smart-grid technologies, transportation and land use planning, and beneficial electrification preferred.
- Ability to initiate forward-thinking, practical, and high-impact programs that move the community closer to achieving our sustainable transportation goals.
- Results-oriented, proven performer with the ability to apply contemporary tools and outreach solutions to attain desired results.
- Experience with developing grant proposals and administering awarded grants preferred.
- Ability to research, analyze and synthesize complex information, design compelling proposals, outreach, and reports, and prepare highly effective presentations.
- Experience in collecting and managing data with the ability to think critically about results.
- Experience with using GIS to present information clearly.
- Ability to communicate effectively and clearly, both orally and in writing.
- Excellent interpersonal skills, including the ability to respond courteously, tactfully and effectively to public concerns and complaints, the ability to relate well to people of all ages from varied cultural, economic, and racial backgrounds; and the ability to maintain effective working relationships with various stakeholders and employees at all levels.
- Demonstrated ability to work both collaboratively and independently with minimal supervision and to assume responsibility for completion of work.
- Honesty, integrity, versatility, attention to detail and initiative.
- Ability to work safely and follow all established safety rules and procedures.

Minimum Qualifications:

Education: Bachelor's degree in transportation planning, urban and/or environmental planning, sustainability, or a related field required.

Experience: Two years' work experience related to sustainability or transportation required. Experience with outreach and education, program development, report writing, and/or grant writing preferred. Experience with or knowledge of Windows/Microsoft Office platform and

software pertaining to the development of outreach and educational materials and data management is required.

Must have a flexible schedule with the ability to work hours outside normal office hours including occasional evenings, weekends and holidays.

Physical Demands:

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- The noise level in the work environment is usually moderately quiet.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions, provided that such reasonable accommodations do not pose an undue hardship for the City. External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management through the interactive process, on a case by case basis.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.