



The City of
COSTA MESA
California



invites applications for the position of
**ENERGY & SUSTAINABILITY
SERVICES MANAGER**

RECRUITING SERVICES PROVIDED BY

BH
Bob Hall & Associates

“THE CITY OF THE ARTS”

Located in the heart of Orange County, Costa Mesa is often referred to as “The City of the Arts and Culture.” The City also hosts and is the epicenter of actions sports industry as the birthplace for VANS, Volcom, RVCA, and others, a title befitting its world-class cultural venues.

With a population of nearly 114,000, residents enjoy the benefits of beautiful neighborhoods, wonderful schools, ideal weather, and recreational opportunities. Vanguard University and Orange Coast College support a college student population within the community. Seasonal activities and special events help create the small-town feel treasured by Costa Mesa residents. The Scarecrow and Pumpkin Festival, Concerts in the Park, World Class Fair, and Snoopy House are examples of opportunities for family fun and community camaraderie. The festivals include a parade, train rides, pumpkin patch, face painting, and, of course, fire trucks.

Visitors and residents alike appreciate the close proximity to freeways, beaches, major airports, and popular tourist attractions while still enjoying peaceful surroundings. Within its 16.8 square miles, Costa Mesa offers unlimited recreational possibilities, including an iconic skatepark, two pristine golf courses and over 32 neighborhood and community parks. Fairview Park, a 209-acre natural habitat and wetlands, is considered a popular hidden regional jewel and perfect place for leisurely walks, biking, hiking, and jogging along its inviting trails. Costa Mesa also serves as home to some of the finest restaurants anywhere. The South Coast Plaza offers world-class shopping and is considered one of the highest volume of sales producers in the nation. Costa Mesa also serves as host to the iconic Orange County Fair that attracts over a million visitors every year.

The Costa Mesa Theater District is home to the Segerstrom Center for the Arts and its four performance halls, studio performance space and education lab, the three-stage South Coast Repertory Theater, the Arts Plaza, and the 1.6-acre Noguchi Sculpture Gardens. In addition, the Costa Mesa Playhouse is a popular venue within the City and is complimented by an array of art galleries.



CITY GOVERNMENT

The City of Costa Mesa is a General Law City operating under a Council/Manager form of government. The City Council consists of six members, elected from Districts, and a Mayor who is elected at large. The City Council appoints the City Manager.

Costa Mesa is a full-service city supported by approximately 451 full-time staff and a FY 2021-22 operating budget of \$145.8 million. The Annual Capital Improvement Program for FY 2021-22 is approximately \$13.8 million.

THE POSITION

Under administrative direction, to create, develop, manage and administer the City's environmental conservation and sustainability programs; to develop, implement and maintain initiatives and strategic plans such as Sustainable City Plan, Zero Waste Plan or Climate Action Plan; to plan and direct recycling and waste management programs for City facilities, commercial properties, and multi-family properties; to ensure program compliance with federal, state and local laws, guidelines and regulations; and to do other work as required.





CITY COUNCIL GOALS

1. Strengthen the Public's Safety and Improve Quality of Life
2. Achieve Long Term Fiscal Sustainability
3. Recruit and Retain High Quality Staff
4. Diversify, Stabilize and Increase Housing to Reflect Community Needs
5. Advance Environmental Sustainability and Climate Resiliency

QUALIFICATIONS

EXPERIENCE: Five years of progressively responsible professional work experience related to sustainability and environmental programs, energy management, project or program development and management, solid waste program administration, or similar Public Works program, including one year in a supervisory capacity.

EDUCATION: Graduation from an accredited four-year college or university with a Bachelor's degree in Environmental or Earth Science, Engineering, Urban Planning, Architecture, Business or Public Administration, or a closely related field. A pertinent graduate degree is desirable and can substitute for up to one year of the required experience.

CERTIFICATION: Possession of a valid LEED Green Associate or LEED AP (Accredited Professional) Certificate from the U.S. Green Building Council or a Certified Energy Manager (CEM) credential from the Association of Energy Engineers is desirable.

DUTIES

- Develops, organizes, and directs all programs, operations, and activities of the City's environmental conservation and sustainability programs and projects; manages and participates in the development and implementation of goals, objectives, and priorities.
- Develops, prepares, and implements the City's pertinent strategic plans such as a Sustainable City Plan, Zero Waste Plan or Climate Action Plan.
- Maintains and evaluates data and metrics of current energy and water consumption, waste production and recycling, GHG emissions and air quality, and sustainability practices within the City. Establishes goals and key performance indicators to measure success over time.
- Develops and manages comprehensive and strategic community engagement initiatives to promote and support public conservation and sustainability programs and policies; executes strategies to engage with diverse community groups.
- Develops and manages a comprehensive program of energy and water efficiency improvement within City facilities, parks and other public spaces.
- Ensures the benefits of citywide sustainability initiatives benefit all Costa Mesa residents.
- Manages any contractors or consulting firms engaged by the City to improve energy efficiency or evaluate renewable energy opportunities.
- Builds and maintains working partnerships with businesses, community groups and educational institutions to promote conservation and sustainability initiatives;
- Establishes, coordinates, and provides staff support to pertinent City commission, committee, or task force; prepares agendas, staff reports, memorandums and other materials for meetings of City and advisory committees.
- Establishes and administers policies, procedures, goals and objectives for waste, resource and recycling management programs and activities for City facilities, commercial properties, and multi-family properties and coordinates with appropriate agencies and groups to enhance waste management practices at single family properties and events.

IDEAL CANDIDATE

The ideal Energy and Sustainability Services Manager will have in depth experience administering energy conservation and sustainability programs. He/she will possess the ability to develop and implement citywide initiatives, and educate staff and the public on conservation programs. He/she will establish and maintain effective working relationships with staff, City officials, representatives of other governmental agencies, and the public.

The new Energy and Sustainability Services Manager must be an advocate for all energy and sustainability programs; be a leader to City staff for all sustainable and green design issues, and partner with a variety of governmental agencies, private industry and community groups to promote initiatives.



APPLICATION AND SELECTION PROCESS



First Review Date | April 7, 2023

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: apply@bobhallandassociates.com.

Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

SALARY RANGE - \$105,658 - \$141,576 Annually (Salary Under Review)

RETIREMENT - Employees contribute 10% of their salary on a pre-tax basis towards the 2% @ 60 CalPERS retirement formula. An employee as a new member of CalPERS or a reciprocal agency or who has had a break in service of 6 months or more from a CalPERS/reciprocal agency will contribute 9% on a pre-tax basis towards the 2% @ 62 CalPERS retirement formula in accordance with PEPR legislation.

HEALTH INSURANCE - City pays full contribution toward employee and family medical, dental and long-term disability (LTD) insurance within a flexible benefits plan. The flexible benefit contribution for 2023 is \$2,910 per month.

LIFE INSURANCE - City provides \$50,000 term life insurance policy. Supplemental life, short-term disability and/or cancer insurance are available.

AD&D INSURANCE - City provides a \$50,000 accidental death and dismemberment insurance policy.

DEFERRED COMPENSATION - In addition to a voluntary 457 deferred compensation plan, the City offers a 401(a) deferred compensation plan through ICMA, with a City match of 0.5%.

EXECUTIVE LEAVE - 40 hours per year; 60 additional hours are available upon approval of the City Manager.

HOLIDAYS - Twelve (12) paid holidays per year, including sixteen (16) floating holiday hours.

SICK LEAVE - Twelve (12) days per year.

VACATION - Accrued in accordance with tenure ranging from 11.5 days per year (upon hire) to 26.5 days per year.

TECHNOLOGY ALLOWANCE - This position is eligible for a monthly technology allowance of \$75.

PROFESSIONAL DEVELOPMENT - Up to \$1,000 annually for professional development.

