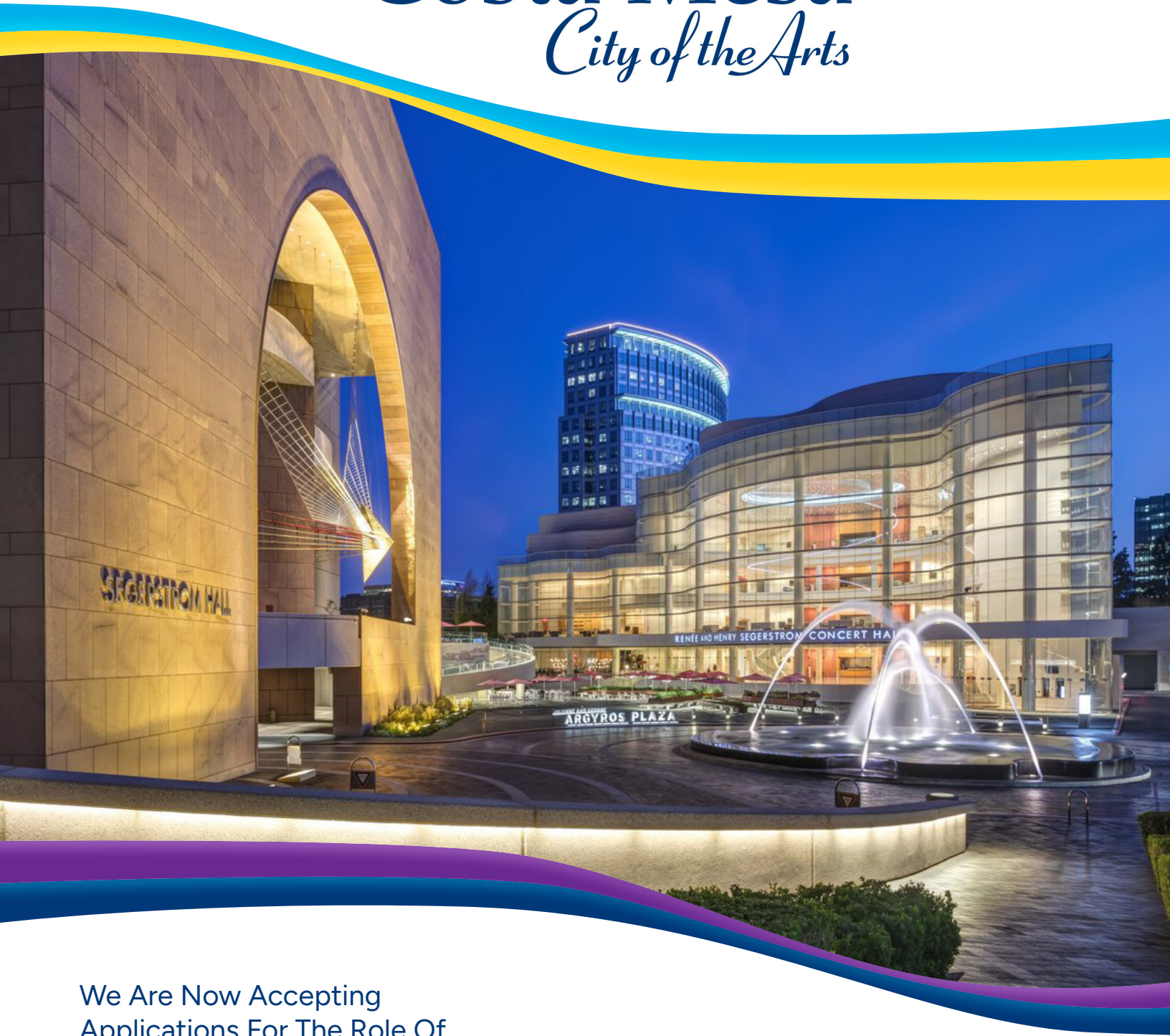


The City Of



We Are Now Accepting
Applications For The Role Of

ENERGY & SUSTAINABILITY SERVICES MANAGER

BH
Bob Hall & Associates

"THE CITY OF THE ARTS"

Known as the "City of the Arts," the City of Costa Mesa is one of California's most eclectic and vibrant cities. Located just one mile from the Pacific Ocean and in the heart of Orange County, Costa Mesa is home to a diverse population of over 111,000 residents. The City boasts 32 neighborhood and community parks, two municipal golf courses, a skate park, a LEED Gold certified community center, and Fairview Park, a 208-acre natural habitat and wetlands park. Costa Mesa is home to 25 public schools and three public libraries.

Costa Mesa prides itself on its unique mix of traditional, trend-setting, and up-and-coming restaurants; preeminent and world-renown shopping centers; progressive and contemporary arts and cultural programs and events; and inviting neighborhood communities. A premier "foodie" paradise, Costa Mesa boasts some of the best dining in Orange County, including two Michelin-starred restaurants. It is also home to South Coast Plaza, a world-class shopping and dining destination, considered one of the highest volume of sales producers in the nation. Just north of the I-405 is the Costa Mesa Theater District, which encompasses 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, a Concert Hall, the 1.6-acre Noguchi Sculpture Gardens, and, most recently, the Orange County Museum of Art. Costa Mesa is also home to apparel leaders such as Vans and most recently Dickies workwear apparel. Costa Mesa is proud to host incredible community events, such as the iconic Orange County Fair, which attracts over a million visitors annually. Costa Mesa supports a vibrant college student population, with Vanguard University and Orange Coast College located in the heart of the City. Additionally, Costa Mesa is home to Anduril, a defense company building advanced technologies to solve some of the most important and complex national security challenges.

As one of the safest and most vibrant communities in Orange County, the City represents expansive and attractive opportunities for jobs, recreation, housing and a good quality of life for residents, businesses and visitors.



For more information about the City of Costa Mesa, please visit www.costamesaca.gov.



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 7 members, elected by districts, and a Mayor who is elected at-large. The City Manager leads the day-to-day operations with a dedicated team of approximately 600 full-time employees.

Eight key departments provide services: City Manager's Department, Economic & Development Services, Finance, Fire & Rescue, Information Technology, Parks & Community Services, Police, and Public Works. The fiscal year 2025-26 operating budget is approximately \$186.9 million.



DUTIES

- Develop, organize, and direct all programs, operations, and activities of the City's environmental conservation and sustainability programs and projects; manage and participate in the development and implementation of goals, objectives, and priorities.
- Develop, prepare, and implement the City's pertinent strategic plans such as a Sustainable City Plan or Zero Waste Plan, and administer and implement the City's Climate Action Plan.
- Build and maintain working partnerships with businesses, community groups and educational institutions to promote City conservation and sustainability initiatives.
- Maintain and evaluate data and metrics of current energy and water consumption, waste production and recycling, GHG emissions and air quality, and sustainability practices within the City. Establish goals and key performance indicators to measure success over time.
- Ensure the benefits of City-wide sustainability initiatives benefit all Costa Mesa residents.
- Manage any contractors or consulting firms engaged by the City to improve energy efficiency or evaluate renewable energy opportunities.
- Develop and manage comprehensive and strategic community engagement initiatives to promote and support public conservation and sustainability programs and policies; execute strategies to engage with diverse community groups.
- Establish and administer policies, procedures, goals and objectives for waste, resource and recycling management programs and activities for City facilities, commercial properties, and multi-family properties. Coordinate with appropriate agencies and groups to enhance waste management practices at single family properties and events.
- Develop and manage a comprehensive program of energy and water efficiency improvement within City facilities, parks and other public spaces.
- Establish, coordinate, and provide staff support to pertinent City commission, committee, or task force; prepare agendas, staff reports, memorandums and other materials for meetings of City and advisory committees.

THE POSITION

Under administrative direction, it is the responsibility of the Energy and Sustainability Services Manager to 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 complete other work as required.

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.

An equivalent combination of education and relevant experience that provides the desired knowledge, skills and abilities to successfully perform essential functions of the position may also be considered.

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.

BENEFITS

Salary – \$121,800 - \$163,224 Annually.
Salary currently under review. A 3.5% increase will be effective July 2026.

Retirement – Employees contribute 9% of their salary on a pre-tax basis towards the 2% @ 60 or 2% @ 62 retirement benefit formula depending on eligibility.

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 2026 is \$3,991 per month.

Life Insurance – City provides \$50,000 term life insurance policy.

Executive Leave – 40 hours per year; 60 additional hours are available upon approval from the City Manager.



IDEAL CANDIDATE

The ideal candidate is a strong leader, an effective communicator with critical thinking skills and good judgement, has excellent writing skills, and can thrive in a fast-paced environment where expectations are high and creativity is valued. The successful candidate will have broad experience in all areas of planning, technical expertise in zoning and development review, and a proven track record managing and mentoring staff and creating an organizational structure with a sense of team and purpose. As the manager interacts with a variety of internal and external stakeholders, exceptional interpersonal skills and political acumen are of the utmost importance, along with relatability to the public and layperson. The successful candidate will have a proven track record of creating efficiencies, implementation of organizational systems and best practices, the establishment of clear procedures and policies, modeling professionalism and responsiveness, and promoting a positive team environment.

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%.

Holidays – Eleven (11) paid holidays per year, plus sixteen (16) floating holiday hours.

Sick Leave – Twelve (12) days per year.

Vacation – Accrued in accordance with tenure ranging up to 212 hours per year.

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

Professional Development – Up to \$1,300 annually for professional development.

APPLICATION PROCESS

First Review Date | Dec 19, 2025

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

Should you have any questions regarding this position or the recruitment process, please contact **Kristine Ridge at (714) 493-8506**.

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. Interview appointment is subject to completion of a thorough background and reference checks.

At this time the City of Costa Mesa is establishing a list of eligible candidates for the position of Energy & Sustainability Services Manager. Successful candidates will be placed on the eligible list for consideration for future vacancies.

