

Job Title: Air Resource Associate

Internal posting: November 16, 2009

Position opens: November 16, 2009

Position closes: Open until filled, first applicant review November 30, 2009

Salary range: Starting annual salary \$57,345 - \$63,228 (Grade IV, Steps 1-3) depending on experience or qualifications

To apply: Please submit a cover letter of application and your resume to

Anthony Cesario, Senior Recruiting Consultant, WA State Department of Personnel, 521 Capitol Way S, PO Box 47500 Olympia, WA 98504 or e-mail to ExecutiveCareers@dop.wa.gov.

The Agency is seeking an Air Resource Associate for a two-year project position. This position provides support to the Agency's Puget Sound Clean Cities Coalition Department of Energy (DoE) grant project. This position will be housed in the climate protection and community planning team in the Air Resources Department. The selected candidate will work under the direction of the lead staff person for climate protection and transportation planning, and provide project support for U.S. DoE grant-related activities.

This position will work directly with a variety of partners, including our cities, counties, private businesses, universities and colleges. The selected candidate develops, manages and completes the Evergreen Fleets component of the project and works with fleet managers and operators of vehicles and equipment. S/he builds partnerships to provide financial assistance or reimbursements for the purchase of

- Alternative fuel and energy efficient vehicles,
- Equipment to retrofit vehicles to operate on compressed natural gas and
- Electric vehicle charging infrastructure in the Puget Sound region.

Job duties include:

- Assist public and private fleets purchase over 650 alternative fueled and advanced technology vehicles.
- Help implement electric charging infrastructure that is linked to smart grid technology and sourced from photovoltaic panels or local power utilities.
- Monitor implementation through evaluation of common metrics including displacement of petroleum, energy efficiency, greenhouse gas and air pollutant emission reductions, job creation and retention.
- Support the existing Evergreen Fleets program by enabling our partner fleets to obtain additional points towards Evergreen Fleets certification.
- Provide assistance and expertise on unusual problems or situations to external partners and agency staff related to fleet emission sources and data.
- Perform emissions data analysis such as emission inventory work and assesses effectiveness and efficiency of agency's air emissions activities and strategies

- Ensure that the Agency meets its legal commitments and project goals contained in the grant award.
- Provide technical or general assistance to internal and external customers.
- Establish and maintain professional relationships with counterparts in other agencies, jurisdictions, or industries in order to successfully implement the Puget Sound Clean Cities Petroleum Reduction Project.
- Understand how the project work helps implement agency strategic directions and attain agency goals, objectives and long-term vision

Required Knowledge, Skills and Abilities

- Contract management experience to implement emission reduction strategies under the Puget Sound Clean Cities Department of Energy grant, including purchase of vehicles and fueling infrastructure for fleet vehicles in our region.
- Project management skills to develop and implement a rebate program for fleets purchasing alternative fuel and advanced technology vehicles, and a cost-share agreement for installation of electric vehicle charging infrastructure under the grant.
- Emission estimate skills to perform basic air emissions calculations related to responsibilities for alternative fuel and advanced technology vehicles and equipment.
- Ability to monitor sub-recipient grantee's compliance with grant terms and conditions including proper reporting, appropriate payment draw downs, progress on the work plan, and assessment of the need for changes to the agreement.
- Ability to provide advice to finance and program staff on federal grant requirements and grant's administration.
- Excellent verbal and written communication skills to clearly provide information to technical and non-technical audiences.
- Teamwork skills to work collaboratively with internal teams and assist in the development of solutions to project-related problems and issues.
- Ability to comply with Department of Energy and Recovery Act grant reporting requirements
- Intermediate level knowledge of MS Office products. MS Project experience is preferred.

Education and Experience

Candidates may have any combination of education and experience which provide the knowledge, skills, and ability to perform the job.

- **Education preferred:** Grant certification training and project management certification training are preferred but not required.
- **Experience preferred:** Significant experience in project management demonstrating the necessary knowledge to see a project from conception to completion. Proven experience in grant administration or financial management including the ability to understand grant award and reporting requirements. Experience in an environmental agency or organization is preferred, but not required.