

# SUSTAINABILITY OFFICER

Burbank Water and Power

*(Burbank, CA)*





## BURBANK WATER AND POWER

BWP is a vertically integrated, community owned municipal utility serving the City of Burbank, California. BWP is owned and operated by the City of Burbank and is governed by the Burbank City Council and an appointed board of Burbank residents. BWP is not-for-profit, delivering service at cost. BWP's large customers include Walt Disney Company, Warner Bros., Amazon, Nickelodeon, and the Cartoon Network.

BWP's mission is safely providing affordable, reliable and sustainable utility services to the community. Our purpose is powering the flow of life, today and tomorrow. BWP is committed to providing Burbank with reliable, affordable, and sustainable utility services through a strong organizational culture with a family atmosphere, proactive planning and management, application of new technologies, strong relationships with Burbank's policy-makers and citizens, and a commitment to a human performance and just safety culture. BWP's track record in these areas is exemplary, including system reliability performance that is among the best in the United States. Burbank is also proud to provide some of the lowest water and electric rates in the southern California region and is an American Public Power Association rated Diamond-level Reliable Electric Public Power Provider.

BWP is committed to prudent innovation for the benefit of its ratepayers: for example, Burbank is one of the few cities in Southern California to have 100% "smart meters" for both electric and water service. Burbank remains committed to sustainability as the first city to commit to providing 33% of power from renewable sources by 2020. Burbank met this goal by 2015.

BWP's business, like other utilities, especially in California is changing in fundamental ways. Many of these changes directly affect BWP's operations, as California utilities move toward 60% renewable power by 2030 and 100% by 2045. Such targets will bring about a substantial amount of renewable energy which creates challenges in transporting, storing (short and long term) and delivering energy while balancing reliability and affordability. BWP will also be terminating its coal power purchase effective 2025 which introduces challenges and opportunities to meet the new renewable energy requirements and future GHG reduction targets. This is an exciting and dynamic time to be joining the BWP team.

The Burbank City Council and BWP Board are progressive and supportive. BWP also enjoys supportive and healthy relationships with its union representatives.

## THE POSITION

Under general direction of the BWP's General Manager, the Sustainability Officer will provide leadership to ensure the City meets its sustainability goals, as set forth in its Greenhouse Gas Reduction Plan (GGRP) and General Plan. Essential job duties include:

# SUSTAINABILITY OFFICER

Burbank Water and Power

## Leadership

Provides visionary leadership and thoughtful cooperation to advance environmental sustainability throughout the City. Builds relationships with all City departments, Burbank businesses, and nonprofit organizations to help the City achieve greenhouse gas (GHG) reductions. Keeps abreast of emerging trends, innovative practices, and changes to legislative and technical developments in the field of sustainability. Informs staff of changes and new developments and makes recommendations. Inspires others to tackle new initiatives. Pilots multiple brand-new, never before tried initiatives in pursuit of the City's sustainability goals. Serves as the City's representative on all GHG reduction efforts via regional, state and national partnerships.

## Project Management

Serves as the project manager for sustainability initiatives throughout the City. Coordinates and leads multiple, simultaneous sustainability projects. Continuously learns and assist others to build expertise in new sustainable practices and technologies. Utilizes best practice project management techniques and strategies. Coordinates the implementation of goals, objectives, and priorities of the City's General Plan and the GGRP. Identifies new statewide efficiency or GHG reduction legislation or regulations that can be quantified for inclusion in future GGRP updates.

## Performance Monitoring

Establishes benchmarks and methods for monitoring and reporting performance. Facilitates the collection and tracking of data. Assists in analyzing and evaluating sustainability programs in alignment with the GGRP with the goal to maximize cost effectiveness, quality, and quantity of provided services. Analyzes outcomes to discern which efforts merit full roll out.

## Reporting

Provides consistent updates regarding the City's progress toward meeting its sustainability goals. Serves as a liaison and a representative to internal and external groups. Prepares and coordinates staff reports, information items, and other materials. Makes presentations to the City's executive team; City departments; the City Council, boards, and commissions; professional groups; environmental advocacy groups; community organizations; various national, regional, and state agencies; and the general public regarding sustainability issues.

## General Administration

Participates in the selection of consultants and contractors for activities and services that promote environmental, economic, and social sustainability. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner. May supervise, train, and evaluate employees; make effective recommendations regarding hiring, promotions, transfers, and disciplinary action. Drives on City business.

## **THE IDEAL CANDIDATE**

The ideal candidate is a collaborative, influential leader with in-depth knowledge of environmental sustainability and GHG reduction. This person is an experienced project manager who is adept at designing and implementing successful campaigns. They are accomplished at performing complex policy analysis and making recommendations. They are skilled in conducting research; collecting and analyzing data; and tracking results. They have excellent oral and written communication skills.

The best qualified candidate is passionate about leading positive environmental change in the City of Burbank. They are self-driven. They approach their work with a positive attitude and a commitment to providing great customer service. They pursue their mission with a sense of urgency yet maintain the flexibility and patience needed to effectively persuade others to change their habits and behavior to benefit the environment.

### **Qualifying Education and Experience:**

Minimum Qualifications: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with a bachelor's degree in business administration, earth science, engineering, environmental science, public administration, urban planning, or a closely related field, and five years of recent, progressively responsible experience performing complex, professional level administrative analysis and project management, three years of which must include experience directly related to sustainability programs, including project management, budgeting, and fiscal oversight.

Licenses and Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

Desirable Qualifications: A master's degree in environmental or earth science, urban planning, business administration, public administration, engineering, or a closely related field.

## **COMPENSATION & BENEFITS**

**Salary:** \$114,992.28 to \$151,214.76 per year, not subject to Social Security.

**Benefits:** Medical, dental and vision plans; CalPERS retirement plan; retiree medical plan; 457 deferred compensation program; vacation and holiday leave; tuition reimbursement; no-cost 24/7 on-site gym; off-site 50 meter lap swimming pool; EV charger parking; and additional benefits. For more information on employee benefits, visit:

<https://www.burbankca.gov/documents/174345/400292/BMA+For+Full-Time+Employees.pdf/7b2dde5b-d00b-77eb-0a29-fd2e946613f6?t=1608662640203>

## **HOW TO APPLY**

**Apply on-line** at [www.alliancerc.com](http://www.alliancerc.com) by **April 1, 2022**. For questions and inquiries, please contact Cindy Krebs at [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com) or 562-901-0769 x 336.

### **ALLIANCE RESOURCE CONSULTING LLC**

1 Centerpointe Drive, Suite 440  
La Palma, CA 90623

## **CITY OF BURBANK**

The City of Burbank hugs the eastern San Fernando Valley, nestled between the Hollywood Hills and the Verdugo Mountains. Its 17 square miles contain a diverse resident population of just over 103,000 (2010 Census) and a working population that exceeds the number of residents (it is an urban City). Its excellent school system, extensive shopping choices, moderate year-round climate, tree-lined neighborhoods, and many parks make Burbank an excellent place to call home. Los Angeles and its many entertainment and cultural attractions including the Hollywood Burbank Airport are only a short drive away, with the beach to the west and the San Gabriel Mountains to the east.