

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervisor I	OFFICE/BRANCH/SECTION Director's Office of Sustainability	
WORKING TITLE Energy and Water Efficiency Manager	POSITION NUMBER 900-074-4800-921	REVISION DATE 02/03/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Sustainable Facilities and Operations Program Manager, the Supervisor I is responsible for managing the Energy and Water Efficiency Unit (EWEU), which is tasked with monitoring and tracking the departments compliance with policies and activities statewide to reduce greenhouse gases, improving energy and water efficiency, and reducing the environmental impact of department buildings and operations. The Supervisor I is tasked with ensuring mandated reporting requirements related to energy and water efficiency are completed for the Department.

Caltrans Director's Office of Sustainability values diversity, equity, and inclusion. We are committed to fostering an environment that supports, encourages, and celebrates the unique voices of our employees. We believe diversity inspires innovative solutions to strengthen our work for the people, planet, and prosperity of California. Join us and help us improve the lives of all Californians.

CORE COMPETENCIES:

As a Supervisor I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	In alignment with directives from the Caltrans Director and the Department of General (DGS) Services' State Administrative Manual, the Supervisor I will assist in ensuring department compliance by creating and updating departmental policies and procedures related to Caltrans' energy use, water efficiency, and strategies for reducing environmental impact. The Supervisor I oversees Caltrans' energy and water use reporting and greenhouse gas reporting; job duties include coordination with other divisions to gather necessary information. Supervise staff in the completion of work related to water efficiency, energy efficiency, and green building operations for Caltrans operations statewide. Hire, train and mentor staff and review completed staff work. Complete supervisory personnel paperwork including performance appraisals and probationary reports; manage employee leave requests and timekeeping and ensure staffing availability is available for sustained business functions.
30%	E	Plan, organize, and direct projects via cross-functional teams to assist in reducing the department's greenhouse gases and increase resource efficiency efforts across the Department. Lead staff in developing contracts, tools, and other resources to assist Caltrans in the pursuit of energy and water efficiency projects. Identify and leverage available incentives from utilities, grants, and other funding sources to assist in maximizing Caltrans' return on investment and minimize project costs. Partner with utility sponsored programs and the DGS to perform energy and water efficiency audits at Caltrans locations. Ensure processes and initiatives reflect Caltrans' Strategic Plan targets and meet requirements of statewide mandates, including, but not limited to, legislation, executive orders, management memos, and government code; may include efforts to improve building efficiency and resource conservation, assure correct utility tariffs, reduce impacts from construction and maintenance operations, and integration of sustainability practices into project development processes.
15%	E	Serve as the administer of Caltrans' Energy Star Portfolio. Lead a team in establishing and updating reporting processes and standards to ensure all Caltrans facilities are benchmarked and greenhouse gas emissions are tracked. Review annual reports for greenhouse gas emissions to ensure completeness.

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10%	E	Serve as the lead in the biennial submission of Caltrans Sustainability Roadmap. Research and collect information on the status of department sustainability initiatives and collaborate with other Caltrans programs to complete road map chapters. Track progress toward state mandated greenhouse gas reduction goals, energy reduction goals, and water conservation goals. Incorporate required actions needed to achieve net-zero greenhouse gases into the Sustainability Roadmap. Ensures timely submission of reports to DGS.
5%	M	Participate on committees, advisory committees, and other working teams to advance Caltrans progress in green operations. Participate in research seminars, sustainability work groups, and interviews with other state entities.
5%	M	Perform other job related duties within the scope of the classification as assigned. May act in place of Sustainable Facilities and Operations Program Manager as necessary.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Direct, lead, and manage Sustainability staff, including but not limited to associate governmental program analysts, staff services analysts, student assistants, and fellows. Provide guidance to teams working in or with the Sustainability Program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of Caltrans Strategic Plan, missions, goals, and objectives as well as state and federal sustainability-related laws, executive orders, and regulations.
- Knowledge of sustainability frameworks and issues, with a sound basis in sustainability science.
- Knowledge of resource allocation, energy and water conservation, renewable energy, emerging sustainable technologies, recycling, pollution prevention, and/or greenhouse gas and other emissions reduction strategies.
- Demonstrated experience in project or program management.
- Ability to apply systems thinking to the organization's operations, finding opportunities and risks and to address potential sustainability challenges.
- Ability to collect and analyze data, prepare technical reports, and maintain records relating to performance measures and targets.
- Ability to effectively communicate in writing, presentations, and meetings; collaborate with and lead teams of diverse stakeholders internal and external to the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to meet facility efficiency and emissions goals pursuant to Executive Order B-18-12, Senate Bill (SB) 1020, and SB 1203 would put the Department out of compliance with state mandates. Errors in judgment, decisions or recommendations can be serious and far-reaching, negatively affecting the Department and its partnership with other state agencies, federal, and local partners. Consequences may have a direct cost to departmental programs, adverse environmental impact, and could compromise the health and safety of employees or the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent will interact with or advise employees/persons at all levels within Caltrans, including executive management and staff across divisions and districts, as well as public, non-profit, and private sector partners. This often includes, but is not limited to, the Department of General Services, Government Operations Agency, California Environmental Protection Agency, CalRecycle, other state and federal transportation agencies, educational and research institutions, and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent may travel to Caltrans districts statewide and to project sites on an occasional basis, the incumbent should be able to quickly adapt behavior and work methods in response to new information, priorities, and unexpected obstacles; multi-task, effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. The incumbent should be able to adapt to changes in priorities; to develop and maintain cooperative relationships; and to focus for long periods of time.

Must be considerate and respond appropriately to the needs, feelings and capabilities of different people in different situations; act in a fair and ethical manner toward others; demonstrate a sense of responsibility and commitment to public service; develop new insights into situations and apply innovative solutions; value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent works in front of a computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE