



The Rhode Island Public Transit Authority (RIPTA) is recruiting ***Internally and Externally*** for one (1) position of ***Zero Emissions Vehicle Policy Specialist***. This is a Non-Represented position contingent on funding for a period of 48 months.

- POSITION TITLE:** Zero Emissions Vehicle Policy Specialist
- POSTING PERIOD:** December 16, 2020 through January 15, 2021
- SALARY RANGE:** \$78,101.17 to 97,626.46 Annum
- REPORTS TO:** Chief of Strategic Advancement
- UNION AFFILIATION:** Non-Represented Position

**Description of Work:**

The Rhode Island Public Transit Authority has created a new position to take the primary lead in the development, implementation and expansion of our current electric vehicle fleet. RIPTA is seeking a candidate who is highly passionate about the clean transportation sector movement and has a strong desire to help propel RIPTA in fleet transition. This candidate will work collaboratively within RIPTA and with external partners to deliver a pilot ZEV project to include policy development, deployment of vehicles, capital improvements, and research. Additionally, the ZEV Policy Specialist will work in coordination of RIPTA's Director of Long Range Planning to develop a plan to fully transition RIPTA to a ZEV fleet, including identifying funding strategies, infrastructure investments, and a fleet purchase schedule.

**Restriction:**

This position is currently budgeted for 48 months.

**Essential Duties and Responsibilities:**

With the aim of supporting and promoting zero emission transportation, the core duties and responsibilities of this job are as follows:

- Coordinate with RIPTA staff on RIPTA's current electric vehicle pilot project;
- Conduct and direct research and use the results to design and deliver a zero emission fleet;
- Manage contractors within diverse grant funding environment;
- Coordinate with internal stakeholders (nearly every department in the agency will be impacted);
- Coordinate with external stakeholders, both in and out of state;
- Research best practices and innovative approaches;
- Provide technical assistance to stakeholders looking to implement best practices and innovative approaches to ZEV;
- Research best practices and innovative approaches being piloted and implemented around the country and identify models that may be of interest to agencies in Rhode Island;
- Attend community meetings and present at meetings;
- Perform other related duties as assigned.

*This above description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under their supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.*

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Basic Knowledge:**

- Excellent verbal and written communication skills, presentation skills, interpersonal skills, tact and diplomacy;
- Ability to understand and respond appropriately to the diverse perspectives of project partners;
- Ability to plan, organize, and prioritize; coordinate multiple/complex tasks and activities; and work both independently and in a team environment;
- Strong research, analytical, creative thinking, and problem-solving skills;
- Ability to identify opportunities to build on existing efforts and take them to the next level;
- Willingness to travel around Rhode Island to meet with stakeholders in all regions;
- Commitment to public transit.

**Experience:**

- Candidates must demonstrate experience designing and implementing a major capital project.
- Experience in a Transit Planning or Alternative Fuels environment is strongly preferred.
- Candidate must demonstrate clear interest in public transportation and must have proven aptitude for the type of work described above.

**Education:**

- Bachelor's Degree from an accredited college or university; a master's degree (planning, engineering, public policy, environmental sciences, or a related field); and two years of relevant experience;
- Experience with coalition-building, state government, and capital project management;
- Must be proficient in Microsoft Word, Excel, and PowerPoint;
- Two years of professional experience, which can be substituted with a Master's Degree.

**Or:** Any combination of education and experience that shall substantially equivalent to the above education and experience.

**Independent Action:**

Performs within prescribed guidelines in accordance with departmental policies/practices.  
Refers more complex situations to other appropriate individuals.

**Supervisory Responsibility:**

None

**Selection Process:**

- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
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- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA copies of any licensure and/or certifications required to perform job duties prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- May be required to pass an oral interview and/or written test;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations and disciplinary history;
- Seniority will be calculated as the final step in the process of selection in the event that any qualified applicants are determined to be "equal".

**Interested applicants should submit their cover letter, resume and/or employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email to [humanresources@ripta.com](mailto:humanresources@ripta.com) no later than Friday, January 15, 2021. Telephone calls will be accepted.**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.