

JOB DESCRIPTION

Job Title: Director, Sustainability

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Sustainability, will lead the development and execution of a broad-based, Authority-wide strategic sustainability initiative (including First Mile/Last Mile), integrating sustainability throughout the Authority. The overarching role is to ensure that the Authority's sustainability effort enhances service and supports the long-term interests of improving mobility.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight Executive level management
- This position has no formal supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Lead the effort to create a sustainability vision for the Authority encompassing people, profit and planet. Develop the business case to address sustainability issues.
- Secure and leverage senior-level commitment and support for integrating sustainable development into core processes and decision-making.
- Lead the formulation of the Authority's long-term sustainability vision, mission and operating principles, and lead the development of a high-level strategy to support them.
- Collaborate with the Authority's internal departments to develop a coordinated sustainability plan.
- Build sustainability principles into short and long-range strategic planning, capital planning and operations planning.
- Form and lead an internal, cross-departmental Sustainability Steering Committee that will help shape and initially oversee the launch of the sustainability efforts of the Authority including defining the short and long term scope of the Committee, appointing the Committee members, defining the scope of duties, responsibilities and accountabilities.
- Serve as the internal leader and go-to expert for sustainability, monitoring emerging trends, programs and issues (including First Mile/Last Mile), and communicating and educating others on sustainability topics.
- Serve as the central point of contact for any and all interfaces with customers on the subject of Sustainability including being the lead interface with customers relative to their inquiries, their requests for information on Authority efforts in support of sustainability, and any and all written and verbal communications to customers on the subject of sustainability.
- Identify and prioritize areas for institutional sustainability efforts and recommend strategies for proactively addressing relevant sustainability issues.



- Foster a culture of sustainability through ongoing organizational communications and education.
- Offer expertise and provide leadership-level support for initiatives to reduce company-wide resource consumption and waste generation.
- Assess the organization's current sustainability performance and identify and prioritize the organization's key sustainability issues.
- Formulate action plans with defined objectives, targets, and responsibilities to support agreed-upon sustainability strategies.
- Ensure appropriate internal controls and measurement systems are in place to support sustainability efforts.
- Measure and monitor progress against sustainability strategies, objectives, and performance targets.
- Approve all purchase orders within authorized limits and obtain further approvals.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree
- A minimum of (8) years of work experience in public policy, sustainability, or transportation function.
- A combination of training, education, and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Master's Degree in a related field.

Knowledge, Skills, and Abilities

Knowledge of:

- Improving business results and outcomes through customer driven state-of-the art practices and programs.
- SCRRRA policies and procedures

Skilled In:

- Microsoft Office Suite (Word, Excel, Access, and PowerPoint)
- Possess high level of analytical skill to review and interpret a variety of data, including trends and survey data related to contractor performance, customer requirements, and safety
- Strong problem solving and analysis skills
- Strong teamwork and interpersonal skills

Ability to:

- Communicate effectively verbally and in writing
- Demonstrate strong and effective organizational and time management skills
- Ability to complete tasks within budget and on time
- Exercise sound judgment in decision-making when working with staff, consultants and contractors
- Differentiate between conflicting priorities and issues to identify underlying causes
- Manage multiple tasks and assess priorities effectively



PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: February 2026

