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**Template Job Description for a School Bus Electrification Project Manager**

**Overview:** World Resources Institute’s (WRI) [Electric School Bus Initiative](https://electricschoolbusinitiative.org/?utm_medium=downloadable&utm_source=website&utm_campaign=jd_template) created this template to provide school districts with a starting point for hiring a fleet electrification project manager. Many school districts may need to hire a dedicated project manager to oversee a large school bus electrification project or a full fleet transition. This position can support internal school district operations and play an external role coordinating with community stakeholders and with other electric fleets in the region.

The template is based off job descriptions posted from school districts, including Fairfax County, Virginia and Boston, Massachusetts. Examples from these two districts are included after the template.

**Instructions:** If you would like to use some or all the text in this document, please follow the directions below:

1. Replace all [yellow bracketed text] with the specific school district language for your project and local context.
2. Delete this cover page once your draft is complete.
3. Carefully review the job description with your district’s HR team, attorney, and other relevant staff.

WRI’s Electric School Bus Initiative encourages school districts to use or modify this template as they see fit. If you have suggestions on how to improve the template, please email our team at [ESBinfo@wri.org](mailto:ESBinfo@wri.org).

**Considerations for hiring with equity in mind:**   
Who you hire for a position will help to determine overall project implementation, including how equity considerations are incorporated into your project. Hiring someone with lived experience in the community, connections to students and experience with equitable transportation can help the project provide benefits to students, workers and community members, and ensure that community experience is represented within project leadership.

One best practice for equitable hiring is to share your organization’s values and principles, including equity commitments, within all job descriptions. Other best practices include advertising the job to a wide audience and making sure you reach non-traditional applicants who may bring unique or lived experience to the job. Job boards, flyers, advertisements during after-school events and other outreach methods can help diversify your candidate pool. Provide as much lead time as possible to allow time for necessary outreach and to solicit a quality applicant pool.

**Supporting resources:**

* WRI’s Electric School Bus Initiative – [*Step-by-Step Guide for School Bus Electrification*](https://electricschoolbusinitiative.org/step-step-guide-school-bus-electrification?utm_medium=downloadable&utm_source=website&utm_campaign=jd_template)
* WRI’s Electric School Bus Initiative – [*School Bus Electrification Template Roadmap*](https://electricschoolbusinitiative.org/school-bus-electrification-template-roadmap?utm_medium=downloadable&utm_source=website&utm_campaign=jd_template)
* Center for Green Schools – [*Managing Sustainability in School Districts: A Profile of Sustainability Staff in the K-12 Sector*](https://centerforgreenschools.org/sites/default/files/resource-files/Managing-Sustainability-School-Districts_0.pdf)

**Template: Job Description for New Electric School Bus Roles**

**About the Job**

[The School Bus Operator/School District should introduce the job description by providing a summary of the position and additional relevant context on the District’s goals. Elements could include:]

* **Fleet characteristics [e.g., # of buses]**
* *[School Bus Operator] operates approximately XX school bus routes with a staff of approximately XX people.*
* **Service characteristics [e.g., student demographics, schools served]**
* *[School Bus Operator] provides school bus transportation services to XX [City/School District] public and private school students, the majority of whom have special needs.*
* **Goals [including overarching mission/vision, electrification ambitions]**
* *[School Bus Operator] has set a goal of fully electrifying its school bus fleet by 2030, with an initial pilot to be rolled out during the 2023/2024 school year. Transitioning the [District name] fleet to electric school buses will play a critical role in the effort to improve air quality, reduce carbon emissions and build a more equitable, sustainable and green future for our community.*
* **Reporting structure**
* *The [title of position listed] will report to the [Chief Executive Officer; Director of Transportation; Fleet Manager] and work in partnership with [any key departments].*

**Responsibilities**

[Key job responsibilities could include:]

* Integrate electrification while centering continued provision of day-to-day reliable and safe service
* Establish and maintain relationships with stakeholders and community members to ensure transparent and equitable planning and implementation
* Procure and commission electric school buses
* Coordinate selection and installation of charging infrastructure, including with your utility, vendors, contractors, engineers and electricians
* Research existing offerings for electric school buses and charging equipment as well as emerging technologies (vehicle-to-grid, pairing with solar, stationary storage)
* Coordinate and train internal staff, including trainings and procedures for drivers, maintenance, and operations staff; incorporate into existing operations
* Create long-term planning and strategic elements
* Center equity, justice and community-centered frameworks in decisions
* Ensure transition is not disruptive but beneficial for the District, students, bus workers and the broader community
* Coordinate with key relevant positions or departments
* Apply for grants and funding opportunities
* Monitor, evaluate and track performance metrics
* Represent operator locally, regionally or nationally

**Qualifications**

[Qualifications could include:]

* Years of experience in relevant field
* Educational background (may be supplanted by additional work experience)
* Technical background/previous experience with electric vehicles or energy markets
* Possesses (or can obtain) CDL
* Demonstrated supervisory or leadership capacity
* Demonstrated experience with stakeholder and community engagement
* Demonstrated complex project management experience
* Proficiency in the use of technology and data compilation, analysis, and reporting
* Facilitation skills
* Knowledge of regulatory requirements
* Excellent communication skills (to public, to leadership and to staff in new transition)
* Personal commitment to sustainability, electrification and student involvement in a clean technology future
* Understanding of [Name of School District or City] geographic, demographic and infrastructure landscape

**Equal Opportunity Employer Statement**

[School District will likely have a standard Equal Opportunity Employer Statement to include. District can also consider including additional details about the District’s commitment to equity more broadly.]

*[WRI’s Electric School Bus Initiative put together a set of* [*team values*](https://electricschoolbusinitiative.org/about-world-resources-institutes-electric-school-bus-initiative#section-14) *and* [*equity principles*](https://electricschoolbusinitiative.org/about-world-resources-institutes-electric-school-bus-initiative#section-15) *with the help of our Advisory Council. You can consider building off these values and principles to share with potential hires to make sure their skills and values are aligned.]*

## **Sample: Fairfax County Public Schools (Posted on LinkedIn August 2022)**

**Coordinator III, Fleet Operations**  
  
**Job Description**  
  
Plans, manages, and coordinates multifaceted program activities and personnel of bus and non-bus fleet operations; oversees the coordination of fleet repairs and replacements; manages fleet inventory; supports long-range planning and budgeting activities to include fleet conversion from diesel to electric vehicles (EV); assists in grant funding efforts to support fleet management and conversion operations for the Division; exercises leadership to design, create, implement, assess, and revise services or activities of the office.  
  
**Qualifications**  
  
Any combination of education and experience equivalent to a bachelor's degree in business administration, management, logistics, automotive technology, or a related field. Six years of progressively more responsible experience in fleet management or related field, some of which shall have been in a supervisory or leadership capacity. Must obtain, within one year of hire, a commercial driver's license CDL-B with a P and S (passenger and school bus) endorsements with air brakes to operate a commercial vehicle as defined below. Certified Automotive Fleet Manager (CAFM) or related preferred. Knowledge of school bus transportation services, fleet management, EV school buses, and procurement laws and procedures. Knowledge of applicable local, state, and federal laws and regulations related to school bus fleets and EV school buses. Proficiency in the use of technology and data compilation, analysis, and reporting. Ability to establish and maintain successful cooperative working relationships at all levels within the school division, local community, and outside organizations. Ability to facilitate meetings and/or present information to groups. Ability to communicate effectively, both orally and in writing.

**About**

## Fairfax County Public Schools (FCPS), located in Northern Virginia, is the nation’s 10th largest public school system, serves a diverse population of more than 188,000 students in grades prekindergarten through 12. Fairfax County high schools are recognized annually by the Washington Post as being among the most challenging high schools in the U.S.    FCPS is the third largest employer in Virginia, with 24,600 full-time staff positions. Outstanding benefits including medical insurance, dental insurance, retirement plans, life insurance, flexible spending accounts, sick and personal leave, disability programs, and long-term care insurance are available for eligible employees. Staff development and training is available through academy classes, in-service training, and master’s degree cohort programs. Full-time technology support teachers are in each school; additionally, an on-line resource for FCPS students to extend learning beyond the traditional day is accessible through the 24-7 Learning System. “Great Beginnings” provides mentoring to all teachers new to the county, and “Savings for Staff” incentives help to make your relocation an easy one.

## **Sample: Boston Public Schools (Posted on LinkedIn August 2022)**

**Operations Manager, School Fleet Electrification (SY22-23)**

**Overview**   
   
*“Climate justice is racial and economic justice. And this moment requires an urgent, all hands on deck approach from every level of government to reduce emissions and boost the health, safety, and opportunity of our communities. Not only are we working to electrify our school buses and municipal fleet for cleaner air throughout our neighborhoods, but these workforce development pipelines connected to electric vehicles will help support career pathways into the green economy.”*  -Mayor Michelle Wu

The City of Boston seeks to hire an Operations Manager to lead school bus electrification efforts in the City. As part of implementing our climate and public health goals, Boston Public Schools (BPS) has set a goal of fully electrifying its school bus fleet by 2030, with an initial pilot to be rolled out during the 2022/2023 school year. Transitioning the BPS fleet to electric school buses will play a critical role in the City’s effort to improve air quality, reduce carbon emissions affecting our climate and community, and build a more equitable, sustainable, and green future for our City. Alongside the Strategy Manager, the Operations Manager will be jointly responsible for delivering this high priority initiative for the Mayor, BPS, and the entire City government. The full electrification of the City’s school buses will be closely tied to our broader efforts to electrify the full City fleet and to advance a Green New Deal for BPS. The Operations Manager for School Fleet Electrification will report to the Executive Director or Transportation and the Fleet & Compliance Manager in the Boston Public Schools Department of Transportation (BPS-DOT), and work in partnership with the City of Boston Environment Department, the Mayor’s Office of Policy, and other key partners to develop a BPS fleet electrification strategy and kickstart implementation of our electric school bus initiatives.   
   
**Responsibilities**

* Ensure that the day-to-day, on-the-groundwork of Boston Public School bus electrification moves forward expeditiously to meet the City goals of full fleet electrification by 2030.
* Ensure that project stakeholders are fully informed of all relevant information to support the forward momentum of the project.
* Lead coordination with Eversource, vendors and operations to deploy electrical infrastructure and deployment of buses and charging equipment in parking lots and garages.
* Serve as the main point of contract responsible for ensuring vendor coordination and successful, efficient implementation of vendor work.
* Lead market research for electric school buses and electric vehicle (EV) supply equipment.
* Coordinate with operational and maintenance staff to develop and implement maintenance programs for maximum efficiency, innovative charging strategies to optimize infrastructure investments.
* Stay current with EV technology, including vehicle-to-grid and other innovative energy infrastructure technologies.
* Work with internal and external partners to coordinate and mainstream fleet electrification and develop a long-term sustainable operations framework.
* Centers equity and justice in their work, and that all decisions are made with awareness and rigorous consideration of relevant community-centered frameworks.
* Coordinate work efficiently with the Strategy Manager, School Fleet Electrification to ensure that Boston Public Schools meets its fleet electrification goals.
* Performs related work as required.

**Minimum Entrance Qualifications**

* Commitment: Personal commitment to a Green New Deal for Boston that involves transforming the Boston Public School bus system toward full fleet electrification and advancing social justice and equity in the City of Boston to improve the lives of all residents.
* Years of experience: At least (5) years of full-time, or equivalent part-time, experience in environmental science or policy, transportation planning, electrical or mechanical engineering, business, or a related field. A bachelor's degree in a related field is preferred and may be substituted for two (2) years of the required experience. A master's degree in a related field may be substituted for three (3) years of the required experience.
* Complex project management: Track record of success in fast-paced, high profile working environments to successfully leading, project managing, and implementing complex, strategic projects for organizations. Preference for candidates with previous experience overseeing major construction or infrastructure projects.
* Technical background: Strong preference for candidates with previous experience with EV technology and infrastructure, fleet electrification, charging infrastructure planning and deployment, mechanical or electrical engineering, and vendor relationship management. Demonstrated excellence in quantitative and qualitative analytical thinking.
* Licensed driver: Position requires traveling during the workday to work sites throughout Boston.
* Stakeholder engagement: Demonstrated experience and success leading cross-functional teams of multiple stakeholder groups to work together to tackle complicated problems and align on creative, effective solutions.
* Communication skills: Excellent written and verbal communication skills, and ability to clearly and concisely communicate complex ideas to diverse audiences with different communication styles, including executive leadership across the City to enable decision making.
* Organizational skills: Excellent organizational and prioritization skills and ability to handle multiple tasks and meet deadlines.
* Good judgment: Ability to exercise good judgment and focus on detail as required by the job.

### **Strategy Manager, School Fleet Electrification (SY22-23)**

**About the job**

*“Climate justice is racial and economic justice. And this moment requires an urgent, all hands-on deck approach from every level of government to reduce emissions and boost the health, safety, and opportunity of our communities. Not only are we working to electrify our school buses and municipal fleet for cleaner air throughout our neighborhoods, but these workforce development pipelines connected to electric vehicles will help support career pathways into the green economy.”* -Mayor Michelle Wu

The City of Boston seeks to hire a Strategy Manager to lead school bus electrification efforts in the City. As part of implementing our climate and public health goals, Boston Public Schools (BPS) has set a goal of fully electrifying its school bus fleet by 2030, with an initial pilot to be rolled out during the 2022/2023 school year. Transitioning the BPS fleet to electric school buses will play a critical role in the City’s effort to improve air quality, reduce carbon emissions affecting our climate and community, and build a more equitable, sustainable, and green future for our City. Alongside the Operations Manager, the Strategy Manager will be jointly responsible for delivering this high priority initiative for the Mayor, BPS, and the entire City government. The full electrification of the City’s school buses will be closely tied to our broader efforts to electrify the full City fleet and to advance a Green New Deal for BPS. The Strategy Manager for School Fleet Electrification will report to the Executive Director and the Fleet & Compliance Manager in the Boston Public Schools Department of Transportation (BPS-DOT), and work in partnership with the City of Boston Environment Department, the Mayor’s Office of Policy, and other key partners to develop a BPS fleet electrification strategy and kickstart implementation of our electric school bus initiatives.   
   
**Responsibilities**

* Ensure that the day-to-day work of Boston Public School bus electrification moves forward expeditiously to meet the City goals of full fleet electrification by 2030.
* Ensure that project stakeholders are fully informed of all relevant information to support the forward momentum of the project, including setting meeting agendas and overseeing follow through.
* Work with external consultants to develop a long-term fleet electrification strategy, including a capital program for vehicle and equipment replacement and acquisition, in collaboration with internal and external knowledge holders and key community stakeholders.
* Monitors projects with an organized and transparent methodology that enables all stakeholders to understand progress and places in which the work is stalled.
* Facilitates excellent and productive meetings, including with senior leadership across City and BPS to enable decision making.
* Creates and manages program budgets, in collaboration with City and BPS Finance departments, and pursues external grants and state and federal funding opportunities.
* Lead equitable procurement processes and manage contracts for electric school buses, electric vehicle supply equipment, and technical assistance.
* Center equity and justice in their work, and that all decisions are made with awareness and rigorous consideration of relevant community-centered frameworks.
* Coordinate work efficiently with the Operations Manager, School Fleet Electrification to ensure that Boston Public Schools meets its fleet electrification goals.
* Perform related work as required.

**Minimum Entrance Qualifications**

* Commitment: Personal commitment to a Green New Deal for Boston that involves transforming the Boston Public School bus system toward full fleet electrification and advancing social justice and equity in the City of Boston to improve the lives of all residents.
* Years of experience: At least (5) years of full-time, or equivalent part-time, experience in environmental science or policy, transportation planning, electrical or mechanical engineering, business or a related field. A bachelor's degree in a related field is preferred, and may be substituted for two (2) years of the required experience. A master's degree in a related field may be substituted for three (3) years of the required experience.
* Complex project management: Track record of success in fast-paced, high profile working environments to successfully leading, project managing, and implementing complex, strategic projects for organizations.
* Technical background: Strong preference for candidates with previous experience with long-term strategic planning for fleet electrification strategy and/or energy infrastructure, grant writing, public procurement and contract management. Demonstrated excellence in quantitative and qualitative analytical thinking.
* Internal and vendor coordination: Demonstrated experience and success leading cross-functional internal teams and external vendors to deliver creative, effective solutions.
* Communication skills: Excellent written and verbal communication skills, and ability to clearly and concisely communicate complex ideas to diverse audiences with different communication styles, including executive leadership across the City to enable decision making.
* Organizational skills: Excellent organizational and prioritization skills and ability to handle multiple tasks and meet deadlines.
* Good judgment: Ability to exercise good judgment and focus on detail as required by the job.

**Applicable to both the Operations and Strategy Manager positions**

* Union/Salary Plan/Grade: Non union/ MO-10
* Hours per week: 40
* Term: 2 years

**Equal Opportunity Employer Statement**  
   
The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.   
   
The City of Boston encourages AmeriCorps alumni, Peace Corps alumni, and veterans to apply for employment. The City believes national service alumni and veterans have unique transferable skills, such as being dedicated and mission oriented. Therefore, Boston is providing them the opportunity to share how these skills can be applied in the City workplace. Please note that preference will not be given to national alumni in the hiring process. The inclusion of this statement on the City of Boston Career Center is to highlight the value that national service alumni can bring to the workplace.