



Office of Regulatory Staff  
1401 Main Street  
Suite 900  
Columbia, SC 29201  
(803) 737-0800  
ORS.SC.GOV

**POSITION:**

Clean Transportation Coordinator  
Energy Office, SC Office of Regulatory Staff

**MINIMUM REQUIREMENTS:**

A master's degree in environmental science, environmental policy, engineering, mathematics, or related field and at least one (1) year of relevant experience; or a bachelor's degree and at least two (2) years of relevant experience; or a technical degree and at least three (3) years of relevant experience.

This position requires knowledge of energy policy and transportation-related programs, proficiency with data and spreadsheet analysis, and a general knowledge of technical issues related to clean transportation, as well as energy efficiency and renewable energy. The position requires strong writing, editing, and presentation skills. It also requires the ability to work with a diverse group of stakeholders in planning and problem-solving across a broad range of fields and interests. The position requires the ability to work effectively and independently. This position works under the general supervision of the Deputy Director of the Energy Office.

The State Energy Office is a department within the SC Office of Regulatory Staff and is funded by the US Department of Energy's (USDOE) State Energy Program. The mission of the Energy Office is to promote energy efficiency, renewable energy, and clean transportation through a variety of initiatives and programs. This position would also entail the coordination and management of South Carolina's designated USDOE Clean Cities coalition, Palmetto Clean Fuels (PCF). The USDOE's Clean Cities program advances the nation's economic, environmental, and energy security by supporting local actions to promote alternative fuels and advance vehicle technologies.

**JOB DUTIES:**

**Serve as subject-matter expert on alternative fuels**

- Possess strong working knowledge of the full spectrum of alternative fuels and infrastructure; including biofuels, propane, compressed natural gas, hydrogen, and others.
- Fully support the "fuel agnostic" approach of the Energy Office and Palmetto Clean Fuels through continued offerings of trainings and informational events.

**Serve as subject-matter expert on electric vehicles (EVs)**

- Be fully conversant in electric vehicles, including, but not limited to basic technology, policy, procurement, regional and national efforts.
- Serve as an integral member of the EV Stakeholder Process Core Team and assist with the

writing and presentation of the final report and related deliverables.

#### **Coordinate Clean Cities Grant and Palmetto Clean Fuels (PCF) Coalition**

- Successfully manage all programmatic aspects of the USDOE Clean Cities Grant, ensuring that all deliverables and reporting requirements are met or even exceeded.
- Develop Program Management Plans and strategic goals for PCF's grants.
- Continue to nurture a strong relationship with the PCF stakeholders across a wide variety of fuels and technologies; and build depth and diversity within the PCF Advisory Board.
- Actively participate in Clean Cities meetings and events regarding clean transportation.
- Continue to work with the Clean Cities University Workforce Development Program grant to obtain intern funding and manage and mentor Clean Cities interns.
- Coordinate educational outreach events and trainings for fleets regarding alternative fuel vehicles and infrastructure.
- Provide technical assistance regarding vehicle options and infrastructure solutions to public and private entities.

#### **Continue to establish and strengthen relationships/matchmaking**

- Play an integral role in establishing strong relationships between the Energy Office and state agencies, as well as a variety of organizations and companies.
- Research, identify and understand funding opportunities within the alternative fuel world and regularly communicate those opportunities to appropriate stakeholders throughout the state and region, making the Energy Office and PCF a visible and active source of information.
- Assemble partnerships for grant applications or for collaboration opportunities and innovative project initiatives.
- Actively participate in NASEO initiatives and events, including the NASEO Transportation Committee.
- Be prepared to participate in conferences at the state, regional, and national levels.
- Play an integral role in regional transportation discussions, such as the Southeast Regional EV Initiative (SE-REVI).

#### **Additional Requirements**

- Manage stakeholder groups involving alternative fuels topics.
- Position requires occasional travel and may require out of town lodging that will be reimbursed.
- All ORS employees are required to attend ethics training annually for continued employment.
- All ORS employees are prohibited from owning equity in enterprises regulated by ORS.
- ORS offices are located in Columbia, South Carolina.
- Employee's hours will be 8:30 am – 5:00 pm, Monday through Friday, minimum. May include some non-standard work hours or occasional weekend work.

**If Interested, please contact Presleigh Sawyer at [psawyer@ORS.SC.GOV](mailto:psawyer@ORS.SC.GOV) or 803-737-0192**