



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENGINEERING COMPLIANCE TEAM MANAGER

Group-Section: Engineering Services Group – Engineering Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: TM013
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JOB SUMMARY

The Water Quality Engineering Compliance Team Manager is responsible for managing and supervising compliance with current and future drinking water quality regulations. Areas of responsibility include maintaining and improving source water quality and water quality exchanges; developing and evaluating future treatment options; engineering design support for facilities that impact the water quality processes at the treatment plants; and water quality studies at the treatment plants.

OVERSIGHT

Oversight Received: Receives direction from the Unit Manager.

Oversight Given: Manages and supervises a staff of professionals and technicians.

JOB DUTIES

1. Manages the development of process design criteria and reviews design specifications for engineering services to ensure that water quality goals can be achieved; reviews land use patterns, watershed recreation, and point and non-point source pollution that affects source water quality; and procures bulk chemicals and supports computer systems.
2. Evaluates proposed changes in the watersheds; examines new drinking water regulations and emerging quality issues to determine the impact on the treatment plants; interfaces with other teams to fully evaluate the treatment options; and participates in the development of the process design criteria when a technology process is selected.
3. Provides process design criteria when a capital facility is in the preliminary and final design stages to ensure compliance with current and future water regulations; develops and reviews process descriptions documents; reviews plans and specifications as they relate to water quality process criteria; identifies and resolves design related criteria issues during the stages of construction; and provides support and training in operations of new facilities to ensure systems are operated to comply with all drinking water regulations. Manages field cross connection testing and distribution systems and water quality related projects.
4. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness, adherence to water quality standards, and accuracy of results.
5. Assesses employees' competencies and develops training plans; discusses future professional development with staff; provides laboratory safety training both routine and in preparation for emergency response to natural disasters and contaminant threats.

6. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
7. Acts as project manager on water quality concerns and issues; prepares proposals independently or with co-investigators to obtain outside funding for projects; and administers contracts in accordance with conditions set forth by the funding source.
8. Meets with other team managers and water system operations staff to evaluate and coordinate projects; and provides technical assistance to member agencies.
9. Manages and directs the preparation of project reports, manages data, and makes presentations for a project advisory committee or other interested or involved parties.
10. Assists in developing team and unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentations, and records management.
11. Represents Unit Manager in his/her absence as appointed by the Section or Group Manager.
12. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
13. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in engineering from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree in engineering from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Current and advanced water treatment processes; emergency response policies, procedures, and protocol; environmental, health and safety policies, practices, and procedures; source water quality issues; civil and environmental engineering principles; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts, and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; and trends and emerging technologies of water quality issues.

Required Skills and Abilities to: Edit and review technical reports; review and understand mathematical, engineering, and scientific concepts; interpret and analyze summarized scientific data; determine training needs; exercise judgment and discretion; operate computer equipment and use a variety of computer software packages to include but not limited to word processing and spreadsheets; encourage and facilitate cooperation; communicate effectively both orally and in writing on administrative and technical topics with both scientific and non-technical audiences; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; and establish and maintain effective working relationships with coworkers, other agencies, regulatory agencies, and the public.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- Registration as a California Professional Engineer

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements