



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## HEALTH AND SAFETY PROGRAM SUPPORT

<b>Group-Section:</b> Water System Operations Group - Environmental, Health & Safety Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> TM024
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### JOB SUMMARY

Responsible for managing and supervising the program managers and supporting resources for Metropolitan's safety and industrial hygiene programs. Areas of responsibility include risk assessment, exposure evaluation, development of strategies, programs, and policies to ensure a healthy and safe workplace; analysis of applicable laws and regulations; and respond to regulatory agencies inquiries and audit requirements.

### OVERSIGHT

**Oversight Received:** Receives direction from the Unit Manager.

**Oversight Given:** Manages and supervises a staff of professionals, technicians, paraprofessionals, and administrative support.

### JOB DUTIES

1. Plans and manages comprehensive district-wide programs to ensure compliance with CALOSHA regulations governing workplace health and safety and to provide effective client services within a diverse organization.
2. Plans, implements, and manages a variety of workplace safety, industrial hygiene, and safety training programs to prevent injury and occupational illness and control related costs and to provide technical support to Metropolitan staff.
3. Directs workplace health and safety studies to assess risks and develop remedial strategies and procedures.
4. Coordinates and directs district-wide safety, accident prevention, accident investigation and analysis, operations analysis, and training needs assessment activities to maximize workplace health and safety and ensure compliance with relevant regulations.
5. Coordinates and directs workplace health and safety regulatory compliance and reporting for Metropolitan.
6. Monitors and evaluates current and proposed regulations and legislation to assess impact on Metropolitan operations; develops technically sound and cost-effective solutions for compliance and workplace health and safety issues.
7. Represents Metropolitan and works closely with staff, regulatory agencies, and public and private organizations to present information, provide assistance, and resolve problems.
8. Directs the development and implementation of management systems, procedures, and standards for workplace health and safety program evaluation.

9. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; and reviews work for thoroughness.
10. Assesses employees' competencies and develops training plans; discusses future professional development with staff; and provides health and safety training both routine and in preparation for emergency response to natural disasters and contaminant threats.
11. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
12. Meets with other team managers and water system operations staff to evaluate and coordinate projects; and provides technical assistance to member agencies.
13. Manages and directs the preparation of project reports, manages data, and makes presentations to interested or involved parties.
14. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
15. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree 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 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:** Industrial hygiene and safety and environmental health principles; toxicological risk assessment and epidemiological principles; 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 workplace health and safety.

**Required Skills and Abilities to:** Manage a diverse work force; plan, organize, and review the work of team members; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; analyze problems, identify solutions, project consequences of proposed action and implement action; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; and use industry specific software applications.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- Certified Safety Professional or Certified Industrial Hygienist

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **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