



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENVIRONMENTAL PLANNING SECTION MANAGER

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| Group-Section: Chief Executive Offices | FLSA Status: Exempt Bargaining Unit: MAPA | Salary Grade: 072 Job #: SM009 |
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JOB SUMMARY

Responsible for managing Metropolitan compliance with state and federal environmental laws and regulations in planning, construction, and operations activities and other discretionary actions subject to environmental review. Areas of responsibility include compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Clean Air Act (CAA), Clean Water Act (CWA), state and federal Endangered Species Acts, Section 106 of the National Historic Preservation Act, Porter-Cologne Act, Coastal Act, and Fish and Game Code; regulatory permitting; mitigation monitoring and reporting; management of ecological reserves; providing technical assistance to the member agencies and other water districts; developing and implementing environmental plans, policies, and programs; and support of legislative and legal matters.

OVERSIGHT

Oversight Received: Receives direction from the Assistant General Manager, Chief Administrative Officer.

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

JOB DUTIES

Common job duties for section managers:

1. Manages and directs the development and implementation of the section's business plan and long-range strategies and assures they align with the General Manager's business plan and actions adopted by the Board of Directors.
2. Oversees all staffing plans, personnel actions, and employee relation activities; develops performance measures and ensures they are consistently applied; promotes employee training and development; and responds to complaints and grievances.
3. Oversees the preparation of the section budget; monitors the expenditure activities; approves Operations and Maintenance expenditures; and reviews budget variance reports and determines and implements all necessary corrective action.
4. Serves as Metropolitan's environmental planning representative or designee for special local, regional, or state-wide task forces; joint ventures with member agencies, and other external entities to represent the best interests of the section and Metropolitan.
5. Manages customer/stakeholder relationships with key customers/stakeholders to assess their environmental related planning needs, work priorities, and level of satisfaction with current services; and meets with customers/stakeholders on problems or issues that escalate above the team manager level.

6. Performs other related duties as required.

Duties specific to this position:

1. Oversees the review of all discretionary actions taken by Metropolitan that are subject to environmental review to ensure environmental regulatory requirements are met including project design and construction, operations and maintenance activities, real property actions, water resources actions, and administrative activities; works with subordinates to assess liability and risks and develops cost benefit strategies for Metropolitan projects and activities; works with subordinates to provide assistance with planning projects involving resource acquisition and protections; directs endangered species and habitat restoration programs, including reserves; directs legislative and federal rulemaking support; and directs environmental studies and preparation of environmental compliance documents and regulatory permits.
2. Leads negotiations and outreach with regulatory agencies, public interest groups, non-governmental organizations, and other third parties on environmental related issues.
3. Works closely with the General Counsel to ensure compliance with environmental laws and regulations; signs legal environmental documents, permit agreements and mitigation obligations on behalf of the General Manager; and participates in environmental litigation and mediation on environmental lawsuits.
4. Serves as a liaison and provides technical assistance to member agencies, other water districts, state agencies, and special interest groups. Manages and develops overall strategies to comply with evolving environmental regulations and coordinates these strategies with other groups within Metropolitan.
5. Works closely with External Affairs on environmental outreach for project-related environmental impacts and legislative matters.
6. Serves as Metropolitan's representative to the Board of Directors on environmental matters.
7. Oversees ongoing training and professional development of staff to ensure knowledge of environmental policies, regulations, and relevant case law.
8. Oversees the technical work of the section.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in environmental science, engineering, environmental engineering, urban planning, geography, other related environmental sciences, or related field plus fourteen years of progressively responsible experience relating to environmental compliance, of which six years must have been in a project management, supervisory or lead capacity; or a master's degree from an accredited college or university in environmental science,

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engineering, environmental engineering, urban planning, geography, other related environmental sciences, or related field and twelve years of directly related experience, of which six years must have been in supervision.

Required Knowledge of (common for section managers): Management and supervisory methods and techniques; principles of organizational and strategic planning; section building; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; Metropolitan organizations; and Metropolitan facilities and operations.

Required Knowledge of (specific to this position): Environmental laws and regulations; negotiation techniques; and construction practices.

Required Skills and Abilities to (common for section managers): Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the section and group; and represent Metropolitan on various business transactions as needed.

Required Skills and Abilities to (specific to this position): Oversee the assessment of environmental issues and determination of compliance requirements; lead endangered species programs; lead environmental studies and preparation of CEQA documents; and lead negotiations with regulatory agencies and other third parties on environmental related issues.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

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PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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, 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. The work environment may require some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements