



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENVIRONMENTAL HEALTH & SAFETY TRAINING TEAM MANAGER

Team Manager V

Group-Section: Water System Operations – Environmental Health and Safety	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 60 Job Code #: Z06S
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JOB SUMMARY

Responsible for the overall management of Metropolitan's Environmental, Safety, and Technical training programs. Ensure that all Safety, Environmental, and Technical training programs conform to the standards and policies set by Federal, State, and Local agencies as well as District policies and procedures. Areas of responsibility include the oversight and facilitation of training curriculum, resource development, and administrative infrastructure, required to support the delivery of training in a multimodal training environment (e.g. classroom lecture/lab, on-the-job training, self study). Other areas of responsibility include monitoring Environmental, Safety, and technical training compliance requirements; monitoring program development and training effectiveness.

OVERSIGHT

Receives direction from the Unit, Section, Assistant Group, or Group Manager. Manages and supervises a staff of professionals and paraprofessionals.

JOB DUTIES

1. Manages a staff of trainers, administrators, and subject matter experts, in the design, development, and delivery of Environmental, Health, Safety, and Technical training programs.
2. Supervises staff including, staff selection, assignment and monitoring of work, coaching, counseling and performance assessment.
3. Provides general administration of the EHS training team including establishing and tracking team goals and objectives; analyze team activities; evaluate resource needs and prepare staffing and consulting requests; review and approve time, reimbursement requests and purchases.
4. Plans, develops, and monitors the EHS training budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting, accounting, tracking, and control of budgetary information.
5. Develops, implements, and maintains effective training strategies to ensure compliance with all Federal, State, and Local regulatory training requirements.
6. Develops, implements, and maintains effective training program strategies and identify training needs for Metropolitan's Water System Operations, High Voltage Switching, Hydroelectric Power Plant Operation, and Water Treatment Operations.
7. Manages and maintains training database, to ensure accuracy of training records, training schedules, and training plans.

8. Monitors, tracks, and reports training regulatory compliance reports to section, unit, and team managers as well as legal, and employee relations as required.
9. Audits training courses and curriculum to ensure compliance with Federal, and State, regulatory requirements as well as comply with Metropolitan's policies and procedures as they relate to training.
10. Works with District's Workplace, Health, and Safety representatives to provide guidance and technical assistance in matters relative to safety and environmental practices and procedures.
11. Monitors and evaluates current and proposed regulations and legislation to assess impact on District training operations.
12. Meets with other Unit and team managers and Water System Operations staff to evaluate and coordinate training projects; provide technical assistance to member agencies.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

A high school diploma or general education development test (GED) and fourteen years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or an associate's degree from an accredited college or university and ten years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or a 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: Desktop computer equipment including postscript and different print file formats; types and characteristics of printing equipment; specialized applications and industry standard equipment; management/supervisory concepts and techniques; budgetary practices, concepts and procedures; trends and emerging technologies of reprographics.

Required Skills and Abilities to: Manage a diverse work force; plan, organize and review the work of team members; operate advanced digital copiers, bindery equipment and maintain of all types of reprographic equipment; facilitate teamwork; mentor, develop and motivate staff; exercise judgment and discretion; effectively analyze technical and managerial issues and problems; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization and vendors and suppliers; negotiate contracts; use print production applications and standard business applications.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/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 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.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.