



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT ENVIRONMENTAL SPECIALIST II

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 43 Job #: YA29
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JOB SUMMARY

This is the intermediate level position performing Assistant Environmental Specialist II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are responsible for coordinating, researching, and assisting in conducting environmental projects and studies relating to environmental issues. The work may involve environmental planning such as compliance with the California Environmental Quality Act and species management or environmental health and safety involving water pollution, air pollution, hazardous materials, solid waste compliance, and workplace safety. Positions in this classification work under close supervision and guidance.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

GENERAL

1. Assists with coordinating and conducting environmental studies and projects.
2. Conducts, researches, and assists with the preparation of documentation.
3. Assists with the preparation and dissemination information.
4. Assists with the preparation of technical reports and presentations.
5. May prepare and process work orders and invoices for professional services agreements.
6. Coordinates internal review of documents from external entities and compiles comments.
7. May participate on a project team.
8. Performs other related Environmental Specialist job duties as required.

ENVIRONMENTAL PLANNING

1. Prepares exemptions and assists with the analysis and preparation of other environmental documents per the California Environmental Quality Act.
2. Assists in the implementation of mitigation monitoring plans for projects and designated activities.
3. Assists with studies, permit applications, and compliance activities.
4. Assists with the preparation of environmental specifications and monitoring of construction projects.
5. Assists with the preparation of environmental awareness training.
6. May assist with habitat conservation programs.

ENVIRONMENTAL HEALTH AND SAFETY

1. Assists with providing technical environmental, health and safety training to staff.
2. Assists with sampling, packaging, chain of custody, and shipping related to wastewater and hazardous substances.
3. Assists with maintaining environmental regulatory permits.
4. Assists with the development and implementation of environmental programs to meet regulatory requirements; and establishes, documents, and communicates standards, guidelines, and procedures.
5. Assists with conducting inspections for compliance with environmental program requirements. Participates on program audit and assessment teams. Documents results and participates in corrective action development where deficiencies are found.
6. Assists with responding to emergency calls or events and ensures compliance with applicable environmental procedures and standards.
7. Assists with documenting and investigating environmental incidents.
8. Assists in providing environmental compliance support for shutdowns.
9. Assists with hazardous materials cleanup activities.
10. Assists with proper shipping, receipt, storage, control, and disposal of hazardous materials and wastes.
11. May act as a liaison with regulatory agencies and professional organizations.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and two years of relevant experience; or two years in a MWD Assistant Environmental Specialist I classification.

General Required Knowledge of: Theories and practices of environmental science, basic understanding of methods and techniques used to conduct environmental analyses and investigations; principles and practices of technical research, analyses and report preparation; applicable federal, state and local laws, codes, and regulations; and current office technology and equipment.

Environmental Planning Required Knowledge of: Basic understanding of principles and practices of environmental planning.

Environmental Health and Safety Required Knowledge of: Analytical protocols and scientific terms used in water and hazardous materials testing; laboratory data analysis and interpretation used to conduct environmental investigations, and water treatment and distribution processes and operations.

General Required Skills and Abilities to: Analytical skills; use spreadsheets, databases, presentation applications and project management tools; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

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

Registrations

- None

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.

MWD

Metropolitan Water District of Southern California

Physical Demands: The work is primarily 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 is primarily in an office setting involving 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. However, some of the time may be outdoors that may involve moderate risks or discomforts. Employees may be required to use protective clothing or gear such as coats, boots, sunglasses and gloves.

Vision Requirements: No special vision requirements.

Job Title: Assistant Environmental Specialist II

Job Code: YA29

Adopted: 03/11/13

Revised:

Supercedes:

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