



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSOCIATE ENVIRONMENTAL SPECIALIST

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: YA30
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JOB SUMMARY

This is the journey level position performing Associate Environmental Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for planning, conducting, coordinating and monitoring environmental studies and programs. 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.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

GENERAL

1. Plans, coordinates, and conducts environmental studies and projects, including monitoring quality, budget, schedule, and compliance with environmental specifications, rules, regulations, and laws.
2. Researches, analyzes, and prepares documentation for compliance with environmental guidelines and project improvements that minimize environmental impacts.
3. Prepares and disseminates information regarding pertinent regulatory and legislative issues.
4. Prepares technical reports and may conduct presentations.
5. Interfaces with regulatory agencies at Metropolitan facilities to coordinate environmental projects and address issues.
6. Reviews consultants' work, prepares and processes work orders, and may participate in the selection process and administration of professional services agreements.

7. Coordinates internal review of documents from external entities and compiles comments.
8. Prepares checklists, protocols, procedures, and manuals.
9. May participate on a project team.
10. Performs other related Environmental Specialist job duties as required.

ENVIRONMENTAL PLANNING

1. Makes recommendations to higher level staff and management to provide environmental clearances for projects and activities.
2. Prepares and analyzes environmental planning documents per the California Environmental Quality Act, including exemptions, negative declarations, and assists with the preparation of environmental impact reports.
3. Develops and oversees implementation of mitigation monitoring plans for projects and designated activities.
4. Conducts or oversees studies to determine need for permits, obtains necessary environmental regulatory permits and ensures compliance.
5. Coordinates with Board letter authors on California Environmental Quality Act related matters; may provide California Environmental Quality Act statements.
6. Prepares environmental specifications and may monitor construction projects.
7. Conducts environmental awareness training.
8. May assist in the implementation and management of habitat conservation programs.

ENVIRONMENTAL HEALTH AND SAFETY

1. Prepares curriculum materials and conducts training.
2. Performs sampling, packaging, chain of custody, and shipping related to wastewater and hazardous substances.
3. Maintains environmental regulatory permits.
4. Develops and implements environmental programs to meet regulatory requirements; and establishes, documents, and communicates standards, guidelines, and procedures.
5. Conducts 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. Responds to emergency calls or events and ensures compliance with applicable environmental procedures and standards.

7. Documents and investigates environmental incidents.
8. Provides environmental compliance support for shutdowns.
9. Coordinates and performs hazardous materials cleanup activities.
10. Performs proper shipping, receipt, storage, control, and disposal of hazardous materials and wastes.
11. Acts as a liaison with regulatory agencies and professional organizations.
12. Directs activities of outside contractors.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

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

General Required Knowledge of: Theories and practices of environmental science, 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: Principles, concepts and techniques of environmental planning at the state, regional, and local government level.

Environmental Health and Safety Required Knowledge of: Analytical protocols and scientific terms used in water and hazardous material 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: Make presentations; negotiation skills; analytical skills; use spreadsheets, databases, presentation applications and project management tools; use independent judgment and exercise discretion; 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

Job Title: Associate Environmental Specialist

Job Code: YA30

Adopted: 03/11/13

Revised:

Supercedes:

Page 3

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.

Physical Demands: The work is primarily sedentary. Typically, the employee may sit comfortably to do the work. However, some of the time will involve some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; 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.