



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL ENVIRONMENTAL SPECIALIST

Group-Section: Various	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 063 Job #: 925
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JOB SUMMARY

Act as lead for the development, implementation, training, and communicating of environmental strategies and programs and/or serve as a highly technical expert for a specialized and complex environmental planning program in compliance with all applicable regulations, policies, and procedures related to environmental planning and management. Develop regulatory and legislative standards for complex environmental programs.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Assists in the general administration of the organization including establishing and tracking organizational goals and objectives and monitoring and reporting of performance standards and business plan objectives; ensuring compliance with and completing administrative requirements such as time sheets, travel reimbursements, leave requests, purchase requisitions, and invoice payments; and monitoring budgets and overseeing consultants.
2. Assists in leading staff and management of the organization including the assignment and monitoring of workloads and establishing priorities; assessing employees' work performance and competencies, training, and mentoring; and ensuring that work products including environmental documents, environmental permits, and other related environmental work products are accomplished efficiently in accordance with acceptable standards for quality and technical integrity, and in compliance with all applicable policies, rules, regulations, and laws.
3. Negotiates with environmental regulatory agencies and local government on environmental requirements for existing and proposed activities and/or operations to ensure that compliance issues and Metropolitan's interests and needs are met.
4. Reviews or prepares Metropolitan board letters and required documents and responses to regulatory agencies to ensure a strong legal basis in support of Metropolitan's planning activities, existing facilities, and water-related interests.
5. Monitors and participates in legislative and rulemaking process; develops recommendations for Metropolitan's legislative policies regarding requirements for environmental resource management in order to ensure that Metropolitan's existing and future planning activities and operations are not adversely affected.

6. Directs the development and presentation of related educational programs and status reports for managers, supervisors, staff, directors, member agencies, and professional associations to increase awareness in the environmental planning and management areas.
7. Develops and maintains mutually beneficial and positive working relationships with member and regulatory agency representatives to provide ongoing communication and compliance with common environmental compliance objectives.
8. 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, environmental engineering, biology, planning, or other directly related environmental or social sciences field and eight years of progressively responsible experience in environmental compliance, including two years at the Senior Environmental Specialist level; or a master's degree from an accredited college or university in environmental science, environmental engineering, biology, planning, or other directly related environmental or social sciences field and six years of increasingly responsible public sector, water industry, public utility, or related experience, including two years at the Senior Environmental Specialist level.

Required Knowledge of: California Environmental Quality Act; the endangered species and wetlands protection laws and regulations; regulatory permit requirements; general management and supervisory concepts and techniques; project management skills; and computer software such as Microsoft Word, Access, and Excel.

Required Skills and Abilities to: Manage a diverse workforce; manage projects and direct multi-disciplinary teams; develop strategies and creative solutions to complex planning and environmental problems; effectively articulate and implement organizational goals and objectives; prepare detailed project plans and reports; conduct sensitive discussions and negotiations with external agency representatives; prepare and deliver clean, concise, well-organized, and interesting presentations to a wide variety of audiences having varying levels of technical knowledge; establish effective and cooperative working relationships with all levels of representatives of governmental and member agencies and the public; assess environmental issues and determine compliance requirements; assess resource needs, establish priorities and schedules, and direct staff and consultants to accomplish work requirements; lead negotiations with regulatory agencies and other third parties on environmental related issues; and assist in the development of planning strategies, interpreting and directing compliance with Metropolitan policies, and evaluating and reporting performance and business plan objectives.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

Job Title: Principal Environmental Specialist

Job Code: 925

Adopted: 10/19/06

Revised: 04/01/12

Supersedes: 10/19/06

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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