



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ENVIRONMENTAL, HEALTH AND SAFETY FIELD SPECIALIST I

<b>Group-Section:</b> Water System Operations – Environmental Health and Safety	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 43 <b>Job Code #:</b> YC25
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### JOB SUMMARY

This is the entry level performing Environmental, Health and Safety Field Specialist I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

### OVERSIGHT

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

**Supervision Given:** None

### JOB DUTIES

1. Learns and assists with providing Environmental, Health and Safety guidance to field managers and staff; communicates Environmental, Health and Safety roles and responsibilities based on environmental program standards.
2. Learns and assists in the development and field implementation of environmental, health and safety programs to meet regulatory requirements; and establishes, documents, and communicates standards, guidelines and procedures.
3. Learns and assists with conducting inspections for compliance to environmental, health and safety program requirements. Participates on program audit and assessment teams. Documents results and participates on corrective action development where deficiencies are found. Provides feedback to program managers to ensure that environmental/occupational programs and supporting systems and tools meet facility and operational needs. Follows-up, as directed.
4. Learns and assists with responding to emergency calls or events and ensures that proper Environmental, Health and Safety management procedures are followed. Learns and/or assists in preparing reports, as required.
5. Learns and assists with receiving and/or investigating environmental, health and safety incidents and accidents at the direction of legal and risk management; learns and/or assists in interviewing Metropolitan employees and in addressing specific complaints and concerns related to environmental/occupational health and safety incidents and accidents; learns

and/or assists in investigating accident claims and/or incidents; learns and/or assists in preparing confidential reports of investigations. Follows-up, as directed.

6. Learns and assists with conducting toolbox sessions and provides training to support communication of environmental, health and safety programs.
7. Learns and assists in maintaining required field records and administrative paperwork. Prepares reports, as requested or required. May contain confidential information.
8. Learns and assists liaisons with regulatory agencies and professional organizations.
9. Learns and assists in providing Environmental, Health and Safety support to shutdown projects.
10. Learns and assists with occasional sampling, packaging, chain of custody and shipping related to lead, asbestos, PCB, and other hazardous substances,.
11. Learns and assists with vendor cleanup activities.
12. Learns and assists with shipping, receipt, storage, control, and removal of hazardous materials and wastes.
13. Participates on safety committee activities at facilities.
14. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree from an accredited college or university in a related field; or four years experience in an applicable MWD classification in a related field (effective through June 2015).

**Required Knowledge of:** Technical aspects of environmental/occupational health and safety regulations and programs as they apply to industrial facilities and water treatment and distribution operations.

**Required Skills and Abilities to:** Understand and follow oral and written instructions; apply knowledge of environmental, health and safety requirements to field operations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS**

- Valid California Class C Driver License that allows you to drive in the course of your employment.
- May require California Gas Tester Certification

Job Title: Environmental, Health and Safety Field Specialist I

Job Code: YC25

Adopted: 10/27/08

Revised: 02/21/2012

Supersedes: 01/2010

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## **DESIRABLE QUALIFICATIONS**

- Certified Safety Professional
- Certified Industrial Hygienist
- Certified Hazardous Materials Manager

## **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 requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** Primarily a combination of indoors and outdoors work environment typical of an industrial setting. Work setting varies from office setting to industrial operations, trades shops, and construction sites. The work environment and activities may include, but are not limited to exposure to outside elements, confined space entry, climbing, standing, sitting, and driving long distances. May travel to various sites requiring overnight stay. Will work in proximity to various industrial and construction settings monitoring operations to support environmental program development and implementation.

**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.