



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENVIRONMENTAL, HEALTH AND SAFETY FIELD SPECIALIST II

Group-Section: Water System Operations – Environmental Health and Safety	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 45 Job Code #: YC26
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JOB SUMMARY

This is the intermediate level performing Environmental, Health and Safety Field Specialist II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

OVERSIGHT

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

Supervision Given: None

JOB DUTIES

1. Assists in providing Environmental, Health and Safety guidance to field managers and staff; communicates Environmental, Health and Safety roles and responsibilities based on environmental/occupational program standards.
2. 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. Assists in 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. Responds to emergency calls or events and ensures that proper Environmental, Health and Safety management procedures are followed. Prepares reports, as required.
5. Assists with receiving and/or investigating environmental, health and safety incidents and accidents at the direction of legal and risk management; assists in interviewing Metropolitan employees and in addressing specific complaints and concerns related to environmental/occupational health and safety incidents and accidents; assists in investigating accident claims and/or incidents; assists in preparing confidential reports of investigations. Follows-up, as directed.
6. Assists in conducting toolbox sessions and providing training to support communication of environmental, health and safety programs.
7. Assists in maintaining required field records and administrative paperwork. Prepares reports, as requested or required. May contain confidential information.
8. Assists liaisons with regulatory agencies and professional organizations.
9. Assists in providing Environmental, Health and Safety support to shutdown projects.
10. Assists with occasional sampling, packaging, chain of custody and shipping related to lead, asbestos, PCB, and other hazardous substances.
11. Assists with vendor cleanup activities.
12. 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 and two years of relevant experience; or two years as a MWD Environmental, Health and Safety Field Specialist I level (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.

Job Title: Environmental, Health and Safety Field Specialist II

Job Code: YC26

Adopted: 10/27/08

Revised: 02/21/2012

Supersedes: 01/2010

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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

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.