



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ENVIRONMENTAL, HEALTH AND SAFETY FIELD SPECIALIST III

<b>Group-Section:</b> Water System Operations – Environmental Health and Safety	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 50 <b>Job Code #:</b> YC27
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### JOB SUMMARY

This is the journey level performing Environmental, Health and Safety Field Specialist III 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 application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

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

**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

1. Provides 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. Develops and implements environmental, health and safety programs to meet regulatory requirements; and establishes, documents, and communicates standards, guidelines and procedures.
3. Conducts inspections for compliance to environmental, health and safety program requirements. Conducts field audits for compliance to program regulations. Documents results and recommends corrective action where deficiencies are found. Works with program managers to ensure that environmental, health and safety programs and supporting systems and tools meet facility and operational needs. Conducts follow-up, as required.
4. Coordinates emergency response activities. Responds to emergency calls or events and ensures that proper Environmental, Health and Safety management procedures are followed. Prepares reports as required.

5. Receives and investigates environmental, health and safety incidents and accidents at the direction of legal and risk management; interviews Metropolitan employees and addresses specific complaints and concerns related to environmental, health and safety incidents and accidents; investigates accident claims and incidents; prepares detailed confidential reports of investigations.
6. Conducts toolbox sessions and provides training to support communication of environmental, health and safety programs. Works with program managers to develop tailored training programs.
7. Maintains required field records and administrative paperwork. Prepares reports, as requested or required. May contain confidential information.
8. May act as liaison with regulatory agencies and professional organizations.
9. Directs field activities of outside contractors.
10. Provides Environmental, Health and Safety support to shutdown projects.
11. Performs occasional sampling, packaging, chain of custody and shipping related to lead, asbestos, PCB, and other hazardous substances, or provides technical oversight and support to sampling conducted by contracted sampling services.
12. May lead and/or participate on safety committee activities at facilities.
13. Assists with shipping, receipt, storage, control, and removal of hazardous materials and wastes.
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 four years relevant experience; or two years as a MWD Environmental, Health and Safety Field Specialist II level (effective through June 2015).

**Required Knowledge of:** Technical aspects of environmental/occupational 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

## **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.