



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CHEMISTRY TEAM MANAGER

Group-Section: Water System Operations Group - Water Quality Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: TM003
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JOB SUMMARY

The Chemistry Team Manager is responsible for managing and supervising one of three chemistry teams – Organic Chemistry Compliance, Inorganic Chemistry Compliance, or Chemistry Development. The teams are responsible for regulatory compliance, water system monitoring for chemical contaminants, and the evaluation and development of new methodologies to meet future chemical contaminant water quality standards. Other areas of responsibility include compliance monitoring schedules; development of and analytical support for water studies; ensuring laboratory certification; monitoring source waters and finished water distribution systems; and preparing all necessary compliance and other reports and documentation.

OVERSIGHT

Oversight Received: Receives direction from the Water Quality Laboratory Unit Manager.

Oversight Given: Manages and supervises a staff of professionals, technician, and paraprofessionals.

JOB DUTIES

1. Manages and plans compliance and system monitoring for chemical contaminants; designs and implements programs and projects to evaluate and improve upon existing and new methodologies; obtains appropriate instrumentation; and ensures compliance with quality assurance and quality control protocols and maintains laboratory accreditation. Prepares reports for compliance monitoring and other programs and projects.
2. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; and reviews work for thoroughness, adherence to water quality standards, and accuracy of results.
3. Assesses employees' competencies, develops training plans, and ensures proper training is received; discusses future professional development with staff; and provides laboratory safety training both routine and in preparation for emergency response to natural disasters and contaminant threats.
4. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
5. Acts as project manager on select water quality projects; prepares proposals independently or with co-investigators to obtain outside funding for projects; and administers contracts and project budgets in accordance with conditions set forth by the funding source.
6. Meets with other team managers and water system operations staff to evaluate and coordinate projects and programs; and provides technical assistance to member agencies.

7. Manages and directs the preparation of project reports, manages data, and makes presentations for a project advisory committee or other interested or involved parties.
8. Assists in developing team and unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, and records management.
9. Makes technical presentations to management, staff, and outside agencies.
10. Represents Unit Manager in his/her absence as appointed by the Section or Group Manager.
11. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
12. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Management and supervisory methods and techniques; team building; water treatment and water quality regulations and processes and procedures related to water chemistry; project management; standard and experimental analytical methods, concepts, and procedures; trends and emerging technologies of the water chemistry; quality assurance and quality control procedures; safety regulations; relevant federal, state, and local laws; reporting and public notification requirements; and contract and grant administration.

Required Skills and Abilities to: Interpret and analyze results; identify and solve complex scientific problems; conduct hypothesis testing through experimental design; manage a diverse work force; mentor, develop, and motivate staff; plan, organize, and review the work of subordinates and team members; review work products for detail and adherence to quality control parameters; exercise judgment and discretion; use scientific applications such as word processing databases; operate a variety of laboratory equipment; encourage and facilitate cooperation; communicate orally and in writing on statistics and administrative and technical topics with both scientific and non-technical audiences; and establish and maintain collaborative working relationships with all levels within the organization.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

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