



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR ENVIRONMENTAL, HEALTH AND SAFETY FIELD SPECIALIST

Group-Section: Water System Operations – Environmental Health and Safety	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 53 Job Code #: YC28
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JOB SUMMARY

This is the advanced journey level performing Senior Environmental, Health and Safety Field Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District Standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

OVERSIGHT

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

Supervision Given: Acts as a lead. Coordinates and reviews 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 specialized expertise to develop and implement health and safety programs to meet regulatory requirements; and develops communication and program roll out standards in coordination with program support staff.
2. Directs field audits to ensure compliance with program requirements. 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.
3. Conducts evaluations of consistency of environmental, health and safety field support activities. Compiles reports and provides recommendations to management.
4. Participates in the development and delivery of training related to environmental, health and safety programs Ensures that required environmental, health and safety field records, files, reports and administrative paperwork is prepared, maintained and organized. Prepares reports, as requested or required. May contain confidential information.
5. Liaises with regulatory agencies and professional organizations; oversees outside contractors.
6. Leads Environmental Health and Safety field implementation process improvement projects.
7. Provides and coordinates Environmental Health and Safety support to shutdown projects.
8. Leads safety committee activities at one or more facilities.
9. 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 six years of relevant experience; or three years as a MWD Environmental, Health and Safety Field Specialist III level (effective through June 2015).

Required Knowledge of: Technical aspects of environmental, 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: Senior Environmental, Health and Safety Field Specialist

Job Code: YC28

Adopted: 10/27/08

Revised: 02/21/2012

Supercedes: 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.
- Certified Safety Professional or Certified Industrial Hygienist or Certified Hazardous Materials Manager
- May require California Gas Tester Certification

DESIRABLE QUALIFICATIONS

- Tunnel Safety Representative Certification

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.