



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER QUALITY SECTION MANAGER

Group-Section: Water System Operations Group - Water Quality Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 073 Job #: SM016
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JOB SUMMARY

Responsible for managing all Water Quality functions. Areas of responsibility include purification, microbiology, chemistry, and quality assurance; and interpretation of Water Quality regulations and functions as Metropolitan's liaison relative to proposed Water Quality legislation and regulations.

OVERSIGHT

Supervision Received: Receives administrative direction from the Assistant Group or Group Manager.

Supervision Given: Manages and supervises a staff of managers and professionals.

JOB DUTIES

1. Manages the overall operation of all Water Quality functions ensuring regulatory compliance; oversees the planning of work and utilization of resources; develops and revises operating procedures to achieve Metropolitan's goal to meet all Water Quality standards; recognizes problems and develops viable solutions; and determines and manages studies associated with current and new alternative technologies for new Water Quality processes.
2. Provides technical review and assistance to other groups and sections within Metropolitan; provides technical recommendations to senior management and gives board presentations as directed; assists member agencies on technical issues and directs forums for exchange of technical and regulatory information; participates in professional forums at the national, state and local levels on current issues and the advancement of science and technology in the water industry; interacts with regulatory agencies in development and review of regulatory issues; and participates with other Metropolitan management and staff to determine cost effective and reliable treatment strategies, evaluates emerging treatment technologies, identifies and resolves Water Quality issues, and develops strategies to minimize adverse impact on water quality from Metropolitan activities and threats of contamination events. Briefs executive management and the Board.
3. Evaluates the performance of the Water Quality Laboratory directly and indirectly through subordinate managers and supervisors against the section's defined performance plan, approved budget, and organizational goals and objectives; and seeks consistency with other organizational units both within and outside the Water Quality Section.
4. Assigns and explains the work requirements and operating instructions to subordinate managers; reviews work plans to control costs, balance workloads, anticipate and avoid delays, and meet deadlines; and evaluates work in progress and reviews completed work.

5. Oversees all staffing plans, personnel actions, and employee relation activities; develops performance measures and ensures they are consistently applied; promotes employee training and development; and responds to complaints and grievances.
6. Oversees the preparation of the section budget; monitors the expenditure activities; approves Capital and Operating and Maintenance expenditures; and reviews budget variance reports and determines and implements all necessary corrective action.
7. Ensures compliance with local, state, and federal laws, regulations, and requirements; ensures all workplace health and safety policies and procedures are followed; ensures procedures are in place to avoid violations; and implements resulting recommendation from audits.
8. Acts as liaison with media on Water Quality issues.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

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

Required Knowledge of: Current and proposed state and federal drinking water regulations; current and advanced methods for detection of microorganisms and chemicals in source and treated waters; Environmental, Health and Safety practices; current and advanced water treatment practices; general practices associated with storage, conveyance, and distribution of source and treated waters; general practices associated with quality assurance regulations; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; and trends and emerging technologies of water quality and environmental contaminants.

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Adopted: 03/11/05

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Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; synthesize water-related technical information and comprehend and anticipate consequences to the regulatory framework; communicate orally and in writing on administrative, technical, and scientific topics; direct complex scientific investigative work to detect contaminants and improve the treatment process; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, media, and the public; use business applications such as word processing, spreadsheets, database, presentation and scientific applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, water industry professionals, and community groups.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND 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 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.

Vision Requirements: No special vision requirements

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