



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER QUALITY PRINCIPAL ENVIRONMENTAL SPECIALIST (Project Manager)

Group-Section: Water System Operations Group - Water Quality Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 063 Job #: 925
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JOB SUMMARY

Responsible for the design of experimental plans for Water Quality studies. Areas of responsibility include identification of a research topic; grant proposal drafting to fund the applied scientific research; coordination of activities; and interpretation of the results and recommendation for action.

A project is an endeavor that has a fixed start and end date although the length is typically several years. A project has a specific project budget or financial scope and impact, milestones to track status and completion, and there are multiple steps required for completion. A project normally involves an internal team from multiple disciplines and external parties and involves negotiation and consensus building as part of the planning and development process.

OVERSIGHT

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

Supervision Given: May exercise technical and/or functional direction over assigned staff. Provides technical guidance to and coordinates the activities of assigned project participants.

JOB DUTIES

1. Designs experimental plans for disinfection by-product studies related to occurrences, formation, and control as well as other micro-pollutants of health, regulatory, or aesthetic concerns.
2. Writes proposals for grants and obtains state and federal funding to conduct applied scientific research projects on topics of interest to Metropolitan and member agencies.
3. Makes recommendations on cost effective technologies for the control of disinfection by-products or other micro-pollutants in Metropolitan waters that allow for reliable compliance with state and federal regulations.
4. Interacts with agencies on disinfection by-product issues; develops analytical methods, occurrence information and regulations for disinfection by-products, and control of disinfection by-product precursors and other micro-pollutants in source waters.
5. Develops exposure assessment information for improved toxicology and epidemiology studies on human exposure to disinfection by-products that may be associated with cancer or adverse reproductive and developmental effects.

6. Assumes administrative responsibility for various experimental projects; recommends and administers policies and procedures; and develops and recommends goals, objectives, policies, procedures, and quality assurance standards for the projects.
7. Conducts research related to the projects to determine impact of decisions; prepares findings and develops recommendations in support of goals and objectives; monitors and evaluates the efficiency and effectiveness of project administration and service delivery methods and procedures; and allocates resources accordingly.
8. Participates in the development and administration of the project budget; and forecasts funds needed, approves expenditures, and implements budgetary adjustments as appropriate and necessary.
9. Prepares, reviews, and controls project schedules, activities, and operations; prepares and distributes correspondence as related to project operations; leads and participates in project team assignments; and ensures accuracy and efficiency of work performed.
10. Performs and reviews project controls including progress, cost forecasting, variances, change management, scheduling, and close-out procedures; and maintains master schedules and informs management of potential scheduling conflicts.
11. Initiates specified correspondence independently for signature by appropriate project management staff; and reviews finished materials for completeness, accuracy, format, and compliance with project quality standards and procedures.
12. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university with a major in engineering, biology, chemistry, environmental science, or related scientific field and eight years of increasingly responsible professional work experience in drinking water and environmental research utilizing matrix management techniques that include two years of experience at the Senior Environmental Specialist level; or a master's degree in chemistry, microbiology, engineering, environmental science, or related scientific field and six years of increasingly responsible experience, of which two years must have been at the Senior Environmental Specialist level.

Required Knowledge of: Analytical chemistry; environmental chemistry; microbiology; hydrogeology; principles of drinking water treatment; cost and benefit analysis; statistical analysis; risk management; matrix management; 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 drinking water research.

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Adopted: 04/27/05

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Required Skills and Abilities to: Design an experimental plan; use matrix management techniques for data analysis; 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; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; represent Metropolitan in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications such as word processing and spreadsheets, databases, and presentation and scientific applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, and funding sources.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- None

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

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