



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ENVIRONMENTAL PROGRAM SUPPORT TEAM MANAGER

<b>Group-Section:</b> Water System Operations Group - Operational Safety and Regulatory Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 066 <b>Job #:</b> TM016
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### JOB SUMMARY

Responsible for managing and supervising environmental program functions for ensuring Metropolitan's compliance with state and federal hazardous materials, hazardous waste, air quality, and wastewater management laws and regulations. Areas of responsibility include development of strategies, programs and policies to prevent penalties, litigation, delays, or harm to persons, property, or the environment; negotiate and obtain legally required permits; prepare and submit required reports and plans; and research laws and regulations and provide testimony and input to regulatory and legislative bodies.

### OVERSIGHT

**Oversight Received:** The incumbent receives general direction from the Operational Safety and Regulatory Services Section Manager.

**Oversight Given:** Manages and supervises a staff of professionals, technicians and administrative support.

### JOB DUTIES

1. Identifies approaches to reduce existing and future environmental risks to employees, the public, and the environment resulting from operational activities; conducts and directs strategic planning and development of policies, programs and procedures to ensure Metropolitan is positioned to minimize the risk and impact from changes in regulations.
2. Develops metrics, reports, strategies and plans to eliminate non-compliance or potential non-compliance with environmental laws and regulations to reduce risk and liability; reviews the implications of new facilities and/or operations, proposed or revised laws and regulations, and develops strategies, projects, and programs to ensure compliance, minimize costs, and avert negative impacts on operations; pays required environmental regulatory fees and taxes and maintains existing permits and obtains permits for new facilities and equipment.
3. Negotiates permits with regulatory agencies to ensure continued operation and to provide for construction of new facilities; negotiates the requirements of new laws and regulations with the promulgating agencies to ensure Metropolitan's interests are protected and that project barriers are eliminated; represents Metropolitan before regulatory bodies; negotiates compliance requirements; and identifies and communicates regulatory modifications to existing and planned facilities.

4. Prioritizes the development, communication, and implementation of programs that identify and address compliance, risk, and liability issues; identifies and tracks environmental laws and regulations that impact Metropolitan; communicates compliance strategies; assists in developing policies, methods, and procedures; trains employees and staff on compliance policies and procedures; and prepares regulatory reports.
5. Provides timely notifications to appropriate regulatory agencies, as necessary, regarding environmental incidents including, but not limited to, chemical or waste spills.
6. Provides training, consultation, and technical support on environmental requirements, activities, and programs.
7. Responds to employee concerns regarding environmental compliance matters.
8. Directs the development and implementation of environmental management systems, procedures, and standards.
9. Supervises staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; and identifies employee development and training requirements.
10. Provides general administration of the team, including: establishing and tracking team goals and objectives; analyzes team activities and prepares, develops, and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
11. Serves as project team member and/or team leader for major projects involving substantial capital improvements, special local, regional, or statewide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans.
12. Meets regularly with other managers and staff to evaluate and coordinate projects; and provides environmental, safety and health information and assistance to member agencies.
13. Manages and directs the preparation of project reports, manages data, and makes presentations to managers, employees, member agencies, regulatory agencies, and other parties.
14. Represents the Section Manager in his/her absence as appointed by the Section or Group Manager.
15. Performs other related duties as required.

Job Title: Environmental Program Support Team Manager

Job Code: TM016

Adopted: 04/07/05

Effective: 06/30/19

Revised: 08/20/19

Supersedes: 04/01/19

Page: 2

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in environmental science, engineering, or other related field and eight years of progressively responsible experience relating to environmental compliance, of which two years must have been in a project management, supervisory or lead capacity; or a master's degree from an accredited college or university in environmental science, engineering, or other related field and six years of progressively responsible experience relating to environmental compliance, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Supervisory methods and techniques; team building; administrative practices; budgetary concepts and procedures; project management; environmental engineering/science principles and practices; environmental law; processes that are regulated by law; risk management; process analysis; principles of geology and hydrology; contaminant fate and transport through various media; storm water control; water and wastewater treatment processes; waste minimization and pollution control; environmental chemistry and laboratory analysis; air quality control; and thermodynamics.

**Required Skills and Abilities to:** Resolve conflicts; plan and organize work; review work products for detail and adherence to existing guidelines; meet critical deadlines; interpret and analyze results; analyze and interpret complex regulatory issues and develop solutions for current and future impacts; determine training needs; exercise judgment and discretion; negotiate and think critically; operate computer equipment and use a variety of computer software packages to include but not limited to word processing and spreadsheets; encourage and facilitate cooperation; communicate effectively both orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; and establish and maintain effective working relationships with coworkers, other agencies, regulatory agencies, and the public.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- Registration as a California Professional Engineer or
- Certified Hazardous Materials Manager (Which must be obtained within 6 months of starting the position)

### **DESIRABLE QUALIFICATIONS**

- None

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Page: 3

**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