



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SAFETY AND REGULATORY SERVICES SITE SUPPORT TEAM MANAGER

Group-Section: Water System Operations Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: TM017
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JOB SUMMARY

Responsible for managing and supervising Metropolitan's environmental, health and safety support and services to Metropolitan facilities. Areas of responsibility include implementing uniform environmental, health and safety programs and procedures; ensuring responsive customer services; providing feedback to Metropolitan environmental, health and safety strategies, programs, and policies; and responding to regulatory agencies inquiries, internal audits, and environmental, health and safety incidents.

OVERSIGHT

Oversight Received: Receives direction from Section, Assistant Group, or Group Manager.

Oversight Given: Manages and supervises a staff of professionals.

JOB DUTIES

1. Directs environmental, health and safety activities to ensure compliance with the associated programs and regulatory requirements; coordinates environmental, health and safety support to shutdown projects; conducts evaluations of field support activities; and recommends and implements program enhancements.
2. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness, adherence to environmental, health and safety programs and procedural standards and accuracy of results.
3. Assesses employees' competencies and develops training plans; discusses future professional development with staff; and provides environmental, health and safety training in both routine and in preparation for emergency response to natural disasters and containment threats.
4. Establishes and tracks team goals and objectives; analyzes team activities; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
5. Assists in the preparation of strategic plans and/or other planning documents to ensure that activities related to environmental, health and safety meet the mission, goals, and objectives.
6. Meets with other managers and water system operations personnel to evaluate and coordinate projects; 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 policies, methods, and procedures; reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentation, and records management.
9. Provides emergency on-call management support and responds to Metropolitan facilities outside of normal business hours.
10. 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: Environmental, health and safety risk management principles; 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 environmental, health and safety management.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of team members; 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; analyze problems, identify solutions, project consequences of proposed action and implement action; interpret and analyze results; communicate orally and in writing on administrative technical topics; 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, and the public; and use industry specific software applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

Job Title: Environmental, Health and Safety Site Support Team Manager

Job Code: TM017

Adopted: 10/22/09

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Supersedes: 04/01/12

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DEIRABLE QUALIFICATIONS

- Certified Safety Professional
- Certified Industrial Hygienist
- Certified Hazardous Materials Manager
- Other comparably recognized certification or license

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