



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DAM SAFETY INITIATIVES PROGRAM MANAGER

Group-Section: Engineering Services Group - Office of Engineering Services Group Manager	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 071 Job #: PM005
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JOB SUMMARY

Responsible for comprehensive development and direction of critical activities related to the planning, design, and construction management of Metropolitan's Dam Safety Initiatives Program to ensure infrastructure reliability and compliance with directives from the California Division of Safety of Dams. Areas of responsibility include providing high level leadership and industry expertise on this highly important program related to dam maintenance and safety, assessing technical challenges and opportunities within a broad collaborative internal and external framework; overseeing all aspects of program initiation and planning; design; budgeting and scheduling; strategically coordinating with various external agencies, elected officials, surrounding communities, the Board, media and regulators; environmental planning; permitting; and strategically integrating this special initiative or program within Metropolitan's long-term system reliability program as well as the Capital Investment Plan structure.

OVERSIGHT

Supervision Received: Receives direction from Engineering Services Group Manager, or Assistant Engineering Services Group Manager, Assistant General Manager/Chief Operating Officer, or other Group Managers.

Supervision Given: May exercise technical and functional direction over assigned staff.

1. Directs and coordinates all planning, engineering design, and construction activities related to the Dam Safety Initiative including technical and functional direction of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
2. As appropriate, coordinates and integrates the development of the Dam Safety Initiative into Metropolitan's overall Capital Investment Plan (CIP), business plans and objectives in accordance with current Metropolitan program management policies, standards and procedures for capital programs.
3. Functions as Metropolitan's lead point of contact for the Dam Safety Initiative Program from a facility planning, development and implementation standpoint in discussions with Metropolitan member agencies, other governmental agencies and officials, and private entities.
4. Develops, monitors and oversees the execution of short-and long-range work plans to ensure that the assigned program is implemented in a cost-effective and efficient manner.

5. Directs critical planning and engineering activities related to the special initiative or program to maintain program and project schedules; determines and recommends corrective action necessary to meet project objectives and implement required modifications to ensure successful completion of program.
6. Makes presentations to the Metropolitan Board and Board committees, external stakeholders, and the general public regarding progress of program, conducts field inspections for Board members, and may be called to describe the project and address concerns. Participates in special events and media interviews.
7. May be called to negotiate on Metropolitan's behalf, in conjunction with appropriate Metropolitan staff, with external program stakeholders in the development of applicable agreements, letters of interest, MOUs, and other similar instruments.
8. Directs the preparation of complex engineering studies, technical reports, project documents, Board letters, and other correspondence related to the assigned program.
9. Plans and implements all program activities to ensure coordination and consistency with Metropolitan's Environmental Planning functions, including development of CEQA and NEPA documents, and other environmental approvals for the program, and interacts with state and federal regulatory agencies.
10. Provides high level leadership in the development and execution of dam assessments and required improvements that ultimately become part of Metropolitan's Capital Investment Plan, as well as annual O&M work plans. In coordination with staff from Water System Operations, leads permitting activities with the State Division of Safety of Dams or other applicable state entities.
11. Provides high level leadership in the development, planning and execution of Metropolitan's annual dam inspection program required by California Division of Safety of Dams, and oversight of the Operations and Maintenance activities related to Metropolitan's dams including development of annual work plans for such compliance in conjunction with Metropolitan Safety of Dams Team.
12. Provides high level leadership in the preparation, development and maintenance of the Emergency Action Plans for Metropolitan's dams as required by the State of California, including leading annual exercises with local agencies as required by State legislation.
13. Provides high level leadership, in conjunction with the Safety of Dams Team to review and comments on proposed State and Federal legislation related to Metropolitan's dams and/or associated infrastructure.
14. Performs other duties as required.

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Job Code: PM005

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EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

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

Required Knowledge of: Management and supervisory methods and techniques; team building; engineering principles; project management; construction techniques; claims management; cost control and forecasting; insurance program management; environmental requirements and CEQA processes; engineering economics and evaluations; relevant federal, state, and local laws; contract administration; budget concepts and procedures; Dam engineering principles and practices; dam safety regulations; dam instrumentation practices; geological principles related to dams; dam design, performance and failure modes; and hydrograph formation and flood routing techniques; water distribution systems; value engineering; and Metropolitan facilities.

Required Skills and Abilities to: Resolve the most complex engineering problems; design and construct water treatment plants and distribution systems; plan and organize the work of a project team; encourage and facilitate cooperation; work collaboratively and effectively across multiple professional skillsets including technical, professional and managerial; train and mentor staff; exercise considerable judgment and discretion; effectively communicate orally and in writing on complex administrative and technical topics; use business project management and engineering applications; and determine training needs of staff and resolve issues in a positive and proactive manner.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- License in good standing as a California Professional Engineer
- Valid California Class C Driver License which allows you to drive in the course of your employment

Registrations

- None

DESIRABLE QUALIFICATIONS

- None

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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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