



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## MATERIALS & METALLURGY TEAM MANAGER

<b>Group-Section:</b> Engineering Services Group - Engineering Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 060 <b>Job #:</b> TM032
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### JOB SUMMARY

Responsible for ensuring the reliability of Metropolitan's water supply by protecting its infrastructure from corrosion. Areas of responsibility include material and coating tests; failure analysis; regulatory inspections of tanks, trailers, and chlorine equipment; material selection of capital and operation and maintenance projects; review of plans and specifications; and serving as a project manager on related projects.

### OVERSIGHT

**Oversight Received:** Receives direction from the Unit Manager.

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

### JOB DUTIES

#### Common job duties for team managers:

1. Supervises staff including selection, assignment and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns work load; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; and ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input re: policy and procedures; and reviews and approves time, reimbursement requests, and purchases.
3. Leads staff in development of organizational vision, strategies, goals, and objectives for customer support and service; plans, develops, and approves schedules, priorities, and standards for achieving organizational goals; and reviews and reports on status of all organizational activities.
4. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
5. Performs other related duties as required.

**Duties specific to this position:**

1. Manages testing of materials and coatings; failure analysis; regulatory inspections of tanks, trailers, and chlorine equipment; material selection of capital and operation and maintenance projects; reviews of plans and specifications for capital and operation and maintenance projects; prepares technical reports; and provides technical assistance to staff and operations.
2. Manages professional services and consultants; prepares scope of work in requests for proposal; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
3. Oversees all aspects of material and metallurgy projects; recommends materials and coatings to ensure long-term reliability of capital assets; prepares capital project requests; and develops and maintains testing databases.
4. Works with other water agencies and utilities to prevent corrosion and material failures; provides customer support to member agencies.
5. Researches and evaluates new infrastructure monitoring technologies; evaluates and implements new procedures and practices.
6. 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 or related field and eight years of increasingly responsible relevant experience, 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 with a major in engineering or related field 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 (common for team managers):** Management and supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; Metropolitan organizations; and Metropolitan facilities and operations.

**Required Knowledge of (specific to this position):** Principles of metallurgy and material chemistry; basic engineering principles; physical science principles; and field safety practices.

**Required Skills and Abilities to (common for team managers):** Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the section and group; and represent Metropolitan on various business transactions as needed.

**Required Skills and Abilities to (specific to this position):** Interpret and resolve corrosion problems.

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

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

License in good standing from the California Board of Professional Engineers and Land Surveyors

## **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.

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**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

Job Title: Materials & Metallurgy Team Manager

Job Code: TM032

Adopted: 04/08/05

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