



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## MICROBIOLOGY COMPLIANCE TEAM MANAGER

<b>Group-Section:</b> Water System Operations Group - Water Quality Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 064 <b>Job #:</b> TM034
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### JOB SUMMARY

The Water Quality Microbiology Compliance Team Manager is responsible for managing and supervising the Compliance Team. The team is responsible for compliance and water system monitoring for bacteriological contaminants in water and operational issues related to the water distribution system and the evaluation, recommendation and testing of new methodologies to monitor water quality, protect the source water against contamination, and to respond to emerging public health issues. Other areas of responsibility include compliance monitoring schedules; analytical support for water quality studies; ensuring laboratory certification; monitoring source waters and finished water distribution systems; and preparing all necessary compliance reports.

### OVERSIGHT

**Oversight Received:** Receives direction from a Water Quality Laboratory Unit Manager.

**Oversight Given:** Manages and supervises full and part-time microbiologists, laboratory technologists, and laboratory assistants.

### JOB DUTIES

1. Manages and plans compliance and system monitoring for microbial contaminants; designs and implements programs and projects to evaluate and improve upon existing process and optimize or standardize new methodologies; and conducts and is responsible for quality assurance and quality control reviews of all analytical data to ensure continued laboratory accreditation.
2. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; and reviews work for thoroughness, adherence to water quality standards, and accuracy of results.
3. Assesses employees' competencies and develops training plans; discusses future professional development with staff; and provides laboratory safety training both routine and in preparation for emergency response to natural disasters and contaminant threats.
4. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; reviews and approves time, reimbursement requests, and purchases.
5. Acts as project manager on water quality concerns and issues; prepares project plans independently or with co-investigators for implementation of source or distribution system related projects; and administers budgets or subcontracts in accordance with conditions set forth by the funding source.

6. Meets with other team managers and Water System Operations staff 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 technical committee or other interested or involved parties.
8. Assists in developing team and unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentation, and records management.
9. Functions as backup for the Unit Manager.
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:** Management and supervisory methods and techniques; team building; water treatment regulations, processes, and procedures related to microbiology; project management; standard and experimental analytical methods, concepts, and procedures; microbial aspects of water-shed management and study design; microbial and bacteriological aspects of water treatment and distribution systems for raw water quality; trends and more cost effective technologies of the water quality microbiology; quality assurance and quality control procedures; safety regulations; relevant federal, state, and local laws; reporting and public notification requirements; and contract and grant administration.

**Required Skills and Abilities to:** Interpret and analyze results; identify and solve complex scientific problems; conduct hypothesis testing through experimental design; manage a diverse work force; mentor, develop, and motivate staff; plan, organize, and review the work of subordinates and team members; review work products for detail and adherence to quality control parameters; exercise judgment and discretion; use scientific applications such as word processing and databases; operate a variety of laboratory equipment; encourage and facilitate cooperation; communicate orally and in writing on administrative and technical topics with both scientific and non-technical audiences; and establish and maintain collaborative working relationships with all levels within the organization.

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

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

A master's degree from an accredited college or university with a major in microbiology, biochemistry, environmental sciences, or a related field.

## **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