



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENVIRONMENTAL SPECIALIST

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 53 Job #: YA31
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JOB SUMMARY

This is the advanced journey level position performing Environmental Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist responsible for planning, conducting, coordinating, and monitoring complex environmental studies and projects. The work may involve environmental planning such as compliance with the California Environmental Quality Act and species management or environmental health and safety involving water pollution, air pollution, hazardous materials, solid waste compliance, and workplace safety. Positions at this level also monitor pertinent environmental laws, codes, and regulations, and litigation that impact Metropolitan and draft strategies for addressing them.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines task criteria and task budgets. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In most assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities involve solving problems and providing instructions on work procedures.

JOB DUTIES

GENERAL

1. Leads, plans, coordinates, and conducts environmental studies and projects, including monitoring work quality, budget, schedule, and compliance with environmental specifications, rules, regulations, and laws.
2. Leads and trains assigned project staff.
3. Develops strategies and prepares documentation for compliance with environmental guidelines and project improvements that minimize environmental impacts.
4. Monitors, may analyze, and make recommendations on current or proposed environmental legislation and policies that may impact operations and programs.

5. Prepares, presents, and disseminates information regarding pertinent regulatory and legislative issues.
6. Prepares technical reports and conducts presentations.
7. Represents Metropolitan on environmental issues with external entities; may negotiate and resolve issues.
8. Develops, negotiates, and administers professional services agreements for environmental services.
9. Leads and oversees consultants performing a wide-range of environmental functions.
10. Prepares internal guidelines, checklists, protocols, procedures, and manuals.
11. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
12. Performs other related Environmental Specialist job duties as required.

ENVIRONMENTAL PLANNING

1. Prepares and analyzes environmental planning documents per the California Environmental Quality Act, including exemptions, negative declarations, and environmental impact reports.
2. Develops and oversees implementation of mitigation monitoring plans for major projects and designated activities.
3. Conducts and oversees the preparation of delineation studies; obtains necessary environmental regulatory permits, and ensures compliance.
4. Identifies and assesses impacts to threatened and endangered species; conducts biological assessments; develops and implements habitat conservation programs and plans; may participate in the management of environmental reserves.
5. Coordinates with Board letter authors on California Environmental Quality Act related matters; provides California Environmental Quality Act statements.
6. Prepares environmental specifications; may monitor construction projects.
7. Develops and implements treatment plans for archeological or historic sites.
8. Conducts environmental awareness training.

ENVIRONMENTAL HEALTH AND SAFETY

1. Directs and conducts audits to identify environmental risks related to facilities or activities; develops mitigation and corrective action plans.
2. Determines need, applies for, negotiates, and maintains environmental regulatory permits.

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3. Develops policies and procedures for compliance with environmental laws and regulations; provides and documents training programs.
4. Leads, develops, and implements environmental programs to meet regulatory requirements; and establishes, documents, and communicates standards, guidelines, and procedures.
5. Leads, conducts, and evaluates inspections for compliance with environmental program requirements. Participates on program audit and assessment teams. Documents results and participates in corrective action development where deficiencies are found.
6. Participates in curriculum development and evaluating regulatory requirements of training programs; and conducts training.
7. Liaises with regulatory agencies and professional organizations; oversees outside contractors.
8. Leads environmental implementation process improvement projects.
9. Coordinates and provides environmental support to shutdown projects.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or two years in a MWD Associate Environmental Specialist classification; or Master's degree from an accredited college or university in a related field and four years of relevant experience.

General Required Knowledge of: Theories and practices of environmental science, methods, and techniques used to conduct environmental analyses and investigations; principles and practices of technical research, analyses, and report preparation; applicable federal, state and local laws, codes, and regulations; knowledge of legislative process; project management; and current office technology and equipment.

Environmental Planning Knowledge of: Principles, concepts, and techniques of environmental planning at the state, regional, and local government level; principles and practices of laws and regulations in the environmental planning field.

Environmental Health and Safety Knowledge of: Analytical protocols and scientific terms used in water and hazardous material testing; laboratory data analysis and interpretation used to conduct environmental investigations, and water treatment and distribution processes and operations.

General Required Skills and Abilities to: Lead meetings; make presentations to large technical or non-technical groups; negotiate; analyze; use spreadsheets, databases, presentation applications and project management tools; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

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

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is primarily sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; 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 is primarily in an office setting involving 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. However, some of the time may be outdoors that may involve moderate risks or discomforts. Employees may be required to use protective clothing or gear such as coats, boots, sunglasses and gloves.

Vision Requirements: No special vision requirements.