



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

QUALITY ASSURANCE & COMPLIANCE SAMPLING TEAM MANAGER

Group-Section: Water System Operations Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: TM043
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JOB SUMMARY

The Quality Assurance and Compliance Sampling Team Manager is responsible for managing and supervising the water quality regulatory compliance sample collection, laboratory certification requirements, and data management.

OVERSIGHT

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

Supervision Given: Manages and supervises a staff of professionals, technicians, and paraprofessional employees.

JOB DUTIES

1. Manages and plans the quality assurance and compliance monitoring process for laboratory certification through the California Department of Public Health Environmental Laboratory Accreditation Program.
2. Manages the Laboratory Information Management System which includes water quality data management and the development of standardized data mining tools for extraction of data; data archival protocols, standardized reporting protocols and formats, and water quality dashboarding for operational decision-making; and overall management of data sources.
3. Manages the regulatory compliance water sample collection and field water quality analysis activities.
4. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; and reviews work for thoroughness, adherence to water quality assurance standards, and accuracy of results.
5. Assesses employee 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.
6. Provides general administration of the team including establishing and tracking team goals and objectives; analyzing team activities and preparing reports; developing and monitoring team budget; evaluating resource needs and preparing staffing and consulting requests; and reviewing and approving time, reimbursement requests, and purchases.
7. Acts as project manager on various water quality issues; prepares proposals independently or with co-investigators to obtain outside funding for projects; and administers contracts in accordance with conditions set forth by the funding source.
8. Meets with other team managers and water system operations staff to evaluate and coordinate projects; and provides technical assistance to member agencies.

9. Manages and directs the preparation of project reports, manages data, and makes presentations for a project advisory committee or other interested or involved parties.
10. Assists in developing team and unit policies, methods, and procedures; reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, and records management.
11. Makes technical presentations to management, staff, and outside agencies.
12. 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: Supervisory methods and techniques; team building; current and proposed state and federal drinking water treatment regulations; Environmental Laboratory Accreditation Program procedures and requirements; quality assurance and quality control principles; mathematics and statistics; administrative practices; laboratory safety regulations; reporting and public notification requirements; laboratory information management systems and data management; emergency response policies, procedures, and protocol; environmental, health and safety policies, practices, and procedures; source water quality issues; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; project management; contract administration; and trends and emerging technologies of water quality issues.

Required Skills and Abilities to: Edit and review technical reports; review and understand mathematical, engineering, and scientific concepts; interpret and analyze summarized scientific data; determine training needs; exercise judgment and discretion; operate computer equipment and use a variety of computer software packages to include but not limited to word processing and spreadsheets; encourage and facilitate cooperation; communicate effectively both orally and in writing on administrative and technical topics with both scientific and non-technical audiences; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; and establish and maintain effective working relationships with coworkers, other agencies, regulatory agencies, and the public.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Job Title: Quality Assurance and Compliance Sampling Team Manager

Job Code: TM043

Adopted: 03/14/06

Revised: 02/14/17

Supersedes: 04/01/12

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Licenses

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

Registrations

- None

DESIRABLE QUALIFICATIONS

A master's degree from an accredited college or university with a major in civil, mechanical, chemical, or environmental engineering 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