

# METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

## CLASSIFICATION DESCRIPTION

<b>Classification Title:</b>	<u>SENIOR ENVIRONMENTAL SPECIALIST</u>		
<b>Bargaining Unit:</b>	<u>03-Field Supervisors and Professional Personnel Association</u>		
<b>Class Code:</b> <u>924</u>	<b>Grade:</b> <u>60</u>	<b>EEOC Category:</b> <u>B</u>	<b>Overtime Exempt:</b> <u>Y</u>
<b>Typical Career Progression:</b>	<u>Pr. Environ. Specialist. / Sr. Environ. Specialist / Environ. Specialist</u> <u>Assoc. Environ. Specialist / Asst. Environ. Specialist / Jr. Environ. Specialist</u>		
<b>Division(s):</b>	<u>Various</u>	<u>/</u>	<u>/</u>
<b>Reports to:</b>	<u>Various /</u>		

### **JOB SUMMARY**

Supervise a section responsible for the development, identification, implementation, and communication of environmental planning, health and safety/compliance strategies and programs or serve as a technical expert for a specialized and complex related area to minimize existing and potential risks for Metropolitan employees, the environment and the public. Ensure compliance with laws and regulations relating to area of responsibility such as air quality wastewater, hazardous materials and wastes, environmental, health and safety, and wetlands and endangered species. Prepare environmental documents and acquire environmental permits. Train and inform Metropolitan employees to ensure that they comply with all applicable laws, regulations, policies, and procedures related to environmental compliance.

### **ESSENTIAL FUNCTIONS AND EXPECTED RESULTS**

1. Supervise all activities related to area of expertise including supervising staff, development and monitoring of budgets, and oversight of consultants to ensure that responsibilities are accomplished efficiently and that results meet all Metropolitan and external standards for quality, cost effectiveness, technical integrity, and compliance with applicable laws, regulations, policies, and procedures.
2. Supervise the preparation of compliance deliverables for capital projects, operations, and maintenance activities to ensure that Metropolitan's risks are minimized.
3. Negotiate with regulatory agencies, local government, and environmental organizations on environmental requirements to ensure that compliance issues and Metropolitan's interests and needs are met.
4. Prepare board letters and respond to regulatory agencies to ensure a strong legal basis for protecting Metropolitan's facilities, people, and interests.
5. Serve as project team member and/or team leader for major environmental and health and safety projects that may encompass substantial capital improvements, special local, regional or state-wide task forces, joint ventures with member agencies and other external entities. Supervise the allocation of project resources to meet cost and efficiency standards.

6. Develop and present related awareness programs and status reports for managers, supervisors, staff, directors, member agencies, and professional associations to emphasize the benefits of compliance, satisfy customer needs, and to ensure that staff have current and accurate information related to regulatory and legislative requirements.
7. Research proposed changes to health, safety and environmental legislation and regulations; develop recommendations for division management that are consistent with Metropolitan goals and policies that meet applicable performance standards while minimizing cost of compliance.
8. Supervise or assist in the development and implementation of environmental and health and safety compliance programs and plans to ensure that applicable regulatory requirements, and Metropolitan goals and objectives are met.
9. Develop and maintain mutually beneficial and positive working relationships with member and regulatory agency representatives to provide ongoing communication and compliance with common environmental compliance objectives.
10. May monitor and participate in legislative and rule making processes and develop recommendations for Metropolitan's policies regarding requirements for environmental, health and safety compliance, environmental planning, protection of threatened and endangered species, and protection of wetlands to ensure that Metropolitan's needs are met.
11. May supervise staff, including selecting employees, assigning work, providing training and development, evaluating performance, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.
12. Perform other related duties as required.

## **OTHER FUNCTIONS AND EXPECTED RESULTS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- Bachelor's degree from an accredited college or university, majoring in Environmental Science, Engineering, Biology, Ecology, Planning, or other directly related environmental or social sciences or science field, and 8 years of progressively responsible experience in environmental compliance, including regulatory/legislative liaison within the health and safety or environmental fields, 2 years of which must have been at the supervisory level for supervisory positions.

#### **Licenses/Certification Required**

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## **Knowledge, Skills and Abilities**

### **Knowledge of (B/basic; J/journey; E/expert):**

- General management/supervisory concepts and techniques (J)
- Policies and procedures related to the handling of hazardous materials and emergency response (E)
- Concepts related to health, safety, and/or environmental analysis and management (E)
- Regulatory/legislative processes relating to area of responsibility (J)
- Health, safety, and environmental regulations, laws, policies and procedures related to area of responsibility(E)
- Project management (E)

### **Skill and ability to:**

- Manage a diverse work force
- Supervise projects and direct multi-disciplinary teams
- Meet legal deadlines
- Conduct complex problem-solving related to current and potential job hazards
- Develop strategies and creative solutions to complex problems within area of responsibility
- Prepare detailed project plans and reports
- Conduct sensitive discussions and negotiations with external agency representatives
- Assist in the preparation and delivery of clear, concise, well-organized and interesting presentations to a wide variety of audiences having varying levels of technical knowledge
- Establish effective, cooperative working relationships with all levels of representatives of governmental and member agencies and the public
- Analyze current health, safety and/or environmental legislative and regulatory activities
- Negotiate environmental agreements
- Travel to various and remote sites within or outside of Metropolitan's service area

## **PERFORMANCE CATEGORIES**

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Budget
- Project Management
- Cost containment
- Safety of employees and the general public
- Customer satisfaction
- External relationships with regulatory and member agencies
- Staff development and training
- Compliance with applicable state and federal regulatory agencies
- Internal and cross-functional teamwork
- Communication of goals and results

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## **SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY**

### **Supervisory scope (for supervisory positions)**

Small work group of up to 10 employees

### **Project management examples:**

- Develop and implement a program to support member agencies in safety, health, and environmental compliance and risk management pursuant to Metropolitan's Strategic Plan
- Develop the Internal Health, Safety and Environmental Auditing Program, including audits of waste contractors, planning and implementation of individual facility audits, supervising corrective action teams, and overseeing the regular audit process.
- Direct and manage Colorado River endangered species program. Analyze federal regulations, plan and direct related studies, and coordinate agency responses.
- Plan and direct environmental studies that include the preparation of documents pursuant to the California Environmental Quality Act for capital projects. Coordinate and negotiate with diverse interest groups and public/regulatory agencies to obtain project support/approval.

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