



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SAFETY, SECURITY, AND PROTECTION OFFICER GROUP MANAGER

Group-Section: Office of Safety, Security and Protection

FLSA Status: Exempt

Bargaining Unit: Unrepresented

Salary Grade: 085

Job #: Z84

JOB SUMMARY

Directs and manages the Office of Safety, Security, and Protection. Develops, implements, and maintains all related policies and procedures to ensure the safety, security, and protection of Metropolitan's personnel, infrastructures, and assets. Directs the identification and control of Environmental, Health, and Safety risks; and determines effective and efficient practices to protect Metropolitan employees, the public, and the environment in compliance with related statutes and regulations. Supports the implementation of plans and initiatives to achieve the General Manager's goals and objectives.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

OVERSIGHT

Oversight Received: Receives direction from the General Manager, Assistant General Manager, or designee.

Oversight Given: Leads, manages, and supervises a large diverse staff of managers, professionals, paraprofessionals, technicians, skilled-craft personnel, and administrative support.

JOB DUTIES

1. Directs initiatives to ensure that significant Environmental, Health, and Safety risks associated with Metropolitan facilities, programs, and activities are identified and avoided or mitigated to the extent practicable by maintaining effective safety and environmental monitoring, training, and response; audit and self-inspection; hazardous materials management and clean-up; and permitting and event database systems.
2. Oversees security operations to safeguard people and assets. Oversees the physical security of personnel and assets, security technologies, and investigation case management including incident reports and investigations.
3. Directs technical training to ensure it is delivering appropriate technical training (safety, environmental, electrical, mechanical, hydraulics, water treatment, and distribution) to satisfy regulatory requirements and job-specific needs.
4. Manages security-related portions of the Incident Reporting System, tracking activities, and responses, and ensures effective communication with management on trends and recommendations for system updates.

MWD

Metropolitan Water District of Southern California

5. Develop, implement, and manage the MWD Ranger program. Facilitate and coordinate the activities and operations of MWD Rangers service, ensuring smooth operational procedures.
6. Manages and coordinates the emergency response organization including all command centers, patrol routes, damage assessment teams, and safety assessment teams.
7. Ensures Metropolitan is ready to respond to any major emergency by partnering with member agencies, other utilities, and entities, and ensuring compliance with the Standardized Emergency Management Systems.
8. Manages the emergency response efforts for the district and responds to emergencies. Oversees coordination of emergency exercises and training of emergency coordinators and ensures fire and life safety response preparedness.
9. Foster fair labor relations, enhance employee well-being, and provide an Ombuds function for addressing grievances and conflicts within the district.
10. Oversees the Apprenticeship Program and ensures it is recruiting, teaching, and graduating certified journey-level trades technicians.
11. Interfaces with other management on operations and maintenance activities to ensure coordination of related activities.
12. Directs the preparation of Board letters and makes presentations to the Board of Directors to keep them apprised of programs, projects, studies, and activities related to area of responsibility.
13. Plans, develops, and monitors the Group's budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.
14. Plans, develops, and implements, through subordinate managers, workforce development initiatives including Metropolitan's Apprenticeship Program for skilled-craft employees.
15. Represents Safety, Security, and Protection Group management in labor negotiations with bargaining units.
16. Represents Metropolitan before external organizations including member agencies, governmental and regulatory agencies, professional and community organizations, and the general public.
17. Directs the preparation of technical and administrative reports, documents, and other related correspondence to ensure that applicable laws, regulations, policies, and procedures are adhered to.
18. Performs other related job duties as required.

Job Title: Safety, Security, and Protection Officer Group Manager

Job Code: Z84

Effective: 06/25/23

Adopted: 08/22/23

Revised: 01/05/25

Supersedes:

Page: 2

**EMPLOYMENT STANDARDS
MINIMUM QUALIFICATIONS**

Education and Experience: Bachelor's degree from an accredited college or university majoring in one or more of the following Environmental & Occupational Science, Public Health, Public Safety Management, Criminal Justice or a related field and fourteen years of increasingly responsible relevant experience, of which five years must have been in a management or supervisory position; or an advanced degree from an accredited college or university majoring in one or more of the following Environmental & Occupational Science, Public Health, Public Safety Management, Criminal Justice or a related field and twelve years of increasingly responsible relevant experience, of which five years must have been in a management or supervisory position.

Required Knowledge of: Rules, regulations and policies governing the Metropolitan Water District of Southern California; regulations, principles, policies, practices, and methods for developing and administering safety, health, hazardous materials, public safety, infrastructure & community protection, and emergency preparedness programs; demonstrated experience in crisis and emergency management; California State Penal Code and associated law enforcement development, implementation, and management; hazardous environments and associated regulations; OSHA regulations; incident investigations; management and supervisory concepts and techniques; budgetary concepts and procedures; public sector personnel practices and regulations; and negotiation techniques.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups and members of the public; represent Metropolitan in negotiations or development of joint projects with external organizations; possess presentation skills to the Board and executive management; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; and use business applications such as word processing and spreadsheets.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- Peace Officer Standards Training (POST) Certificate
- Registered Environmental Health Specialist

Job Title: Safety, Security, and Protection Officer Group Manager

Job Code: Z84

Effective: 06/25/23

Adopted: 08/22/23

Revised: 01/05/25

Supersedes:

Page: 3

MWD

Metropolitan Water District of Southern California

- Experience working with local and federal law enforcement and the California Office of Emergency Services.

PHYSICAL DEMANDS/WORK ENVIRONMENT/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 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.

Vision Requirements: No special vision requirements.

Job Title: Safety, Security, and Protection Officer Group Manager

Job Code: Z84

Effective: 06/25/23

Adopted: 08/22/23

Revised: 01/05/25

Supersedes:

Page: 4