



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENVIRONMENTAL PLANNING TEAM MANAGER

Group-Section: Chief Executives Offices	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: TM065
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JOB SUMMARY

Responsible for ensuring Metropolitan compliance with state and federal environmental laws and regulations in planning, construction, and operations activities. Areas of responsibility include CEQA compliance, regulatory permitting, mitigation monitoring and reporting; management of ecological reserves; providing technical assistance to the member agencies and other water districts; and support legislative and legal matters.

OVERSIGHT

Oversight Received: Receives direction from the Assistant General Manager, Chief Administrative Officer. .

Oversight Given: Manages and supervises a staff of professionals, paraprofessionals and administrative support.

JOB DUTIES

Common job duties for team managers:

1. Supervises staff including selection, assignment and monitoring of work, coaching, mentoring, counseling, and performance assessment; determines priorities and aligns work load; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; and assesses employees' competencies and develops training plans and trains subordinates in applicable techniques and methodologies.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input re: policy and procedures; and reviews and approves time and reimbursement requests and purchases.
3. Leads staff in development of organizational vision, strategies, goals and objectives for customer support and service; plans, develops, and approves schedules, priorities, and standards for achieving organizational goals; and reviews and reports on status of all organizational activities.
4. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
5. Performs other related duties as required.

Duties specific to this position:

1. Manages the review of Metropolitan construction designs (operations and maintenance and capital improvement project) to ensure environmental regulatory requirements are met; assesses liability and risks and develops cost benefit strategies for Metropolitan projects and activities; provides assistance with planning projects involving resource acquisition and protections; directs endangered species programs; and directs environmental studies and prepares CEQA documents.
2. Manages professional services and consultants; prepares scope of work in requests for proposal; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; and audits work for compliance and approves contracted work.
3. Leads negotiations with regulatory agencies and other third parties on environmental related issues.
4. Works closely with the General Counsel to ensure compliance with environmental laws and regulations; signs legal environmental documents, permit agreements and mitigation obligations on behalf of the Chief Executive Officer; and participates in environmental litigation and mediation on environmental lawsuits.
5. Provides technical assistance to member agencies, other water districts, state agencies, and special interest groups.
6. Oversees the technical work of the team.
7. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in environmental science, engineering, environmental engineering, urban planning, geography, other related environmental sciences, or related field plus ten years of progressively responsible experience relating to environmental compliance, of which two years must have been in a project management, supervisory or lead capacity; or a master's degree from an accredited college or university in environmental science, engineering, environmental engineering, urban planning, geography, other related environmental sciences, or related field and eight years of directly related experience, of which two years must have been in supervision.

Required Knowledge of (common for team managers): Management and supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state, and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; Metropolitan organizations; and Metropolitan facilities and operations.

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Adopted: 04/07/05

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Required Knowledge of (specific to this position): Environmental laws and regulations; negotiation techniques; and construction practices.

Required Skills and Abilities to (common for team managers): Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop, and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the section and group; and represent Metropolitan on various business transactions as needed.

Required Skills and Abilities to (specific to this position): Assess environmental issues and determine compliance requirements; direct endangered species programs; direct environmental studies and prepares CEQA documents; and lead negotiations with regulatory agencies and other third parties on environmental related issues.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

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,

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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.

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