

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Coast Water Board		UNIT WDR	POSITION # 880-130-3756-XXX	DATE 6/19/19
NAME OF EMPLOYEE (IF APPLICABLE)				
CURRENT CLASSIFICATION Engineering Geologist			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jennifer Epp				
CURRENT CLASSIFICATION OF SUPERVISOR Sr. WRCE			REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)				
1. DIRECTLY SUPERVISED			2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE	
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.				
% OF TIME	DUTIES			
	Under the close supervision of the Senior Water Resources Control Engineer, the employee shall apply current geological and scientific principles to developing and overseeing waste discharge requirement permits, monitoring programs, and related regulatory measures for assigned facilities and projects to protect our groundwater resources from pollution. Consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external input when completing work assignments. In this effort, be consistent with, among other factors, current science, agency goals, relevant water quality plans and policies, compliance with applicable laws and regulations, economic and socio-economic factors, and dischargers' rights.			
20%	Write permits (and enroll facilities in general permits) that discharge industrial, municipal, and domestic wastewater to land (and subsurface) such as wastewater treatment plants, onsite wastewater treatment systems, wineries, fruit and vegetable processors, recycled water projects, managed aquifer storage and recovery projects, and pesticide and fertilizer handling facilities for the protection of groundwater quality. Analyze existing and proposed projects and data with respect to the discharge of wastewater to land's impact on groundwater quality and compliance with Central Coast Water Board Basin Plan water quality objectives. Develop and apply limits to wastewater discharges. Assess impacts to groundwater by wastewater discharges. Apply hydrogeology and groundwater principles to analyze groundwater monitoring programs, well data, and engineering designs and plans. Identify appropriate groundwater monitoring and assessment techniques and interpret groundwater models. Evaluate impacts of climate change and adaptation measures for existing and proposed facilities.			
20%	Interpret and apply pertinent laws, regulations, policies, and guidelines; review compliance with permit requirements of assigned facilities; prepare accurate and complete documentation in the form of memos, correspondence, and engineering reports; and maintain cooperative and productive relations with the public.			

20%	Use sound engineering geological judgment, follow up with discharger non-compliance, and prepare, implement, and track enforcement, and complaints. Prepare enforceable letters, reports, and orders; meet with the discharger relative to enforcement; field investigations; report and file reviews; prepare materials for Water Board meetings; and referrals to the State Attorney General. Provide compliance assistance to permittees.
15%	Arrange necessary meetings, provide necessary correspondence, and develop and finalize reports that are adequately supported by and compliant with the California Water Code. Prepare presentations and related documentation for Regional Board presentations and other public presentations.
10%	Travel, as necessary and as efficiently as possible, to collect samples, conduct site inspections, and meet with responsible parties, consultants, and agencies. By means of field inspections and review of technical data, determine compliance with Water Board wastewater permits and the California Water Code. In doing so, employee shall use knowledge of water quality, pollutant transport, hydrogeology, chemistry, and fundamental principles of engineering geology. Occasional overnight travel may be required.
10%	Interact with Water Board staff and the public in a courteous, collaborative, and professional manner. Respond to public inquiries, such as requests for permitting information, file review requests, as well as other telephone calls, emails, and letters. Responses to public inquiries shall be timely, complete, and accurate. Participate in media inquiries, prepare presentations and participate in Water Board meetings, and participate in public activities as a representative of the Water Board. Ensure that Water Board databases and filing systems (e.g., CIWQS, ECM, and GeoTracker) are up to date for all assigned facilities.
5%	Other Duties as required.
	Employee Signature: _____ Date Signed: _____