

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CA Regional Water Quality Control Board	UNIT San Diego Region (9)	POSITION # 880-190-3751-004	DATE 10/01/2019
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NAME OF EMPLOYEE (IF APPLICABLE)

CURRENT CLASSIFICATION Senior Engineering Geologist	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR
Kelly Dorsey

CURRENT CLASSIFICATION OF SUPERVISOR Supervising Engineering Geologist	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
2	Water Resource Control Engineer		
2	Engineering Geologist		

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
35%	<p>Under general direction direction of a Supervising Engineering Geologist and 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 customer input when completing work assignments. Specific responsibilities include:</p> <p>Plan, direct, and review all activities of the Regional Board's Site Restoration, Military Facilities Unit. Directly supervise professional staff to expand employee and organizational skills to provide consistently high quality, responsive customer service and compliance assistance through guidance and formal training. Coordinate the various activities within the unit and with other units of the Regional Board. Evaluate employee performance and provide employee recognition or initiate preventative, corrective or disciplinary action as appropriate. Prepare and oversee implementation of Individual Development Plans for staff, if requested by staff. Oversee preparation of agenda items for Regional Board meetings to ensure timely submittals; complete, well written and technically sound staff reports and other documents; and, logical, comprehensible and convincing presentations. Monitor GeoTracker and ECM databases for accurate and up-to-date entries by staff.</p>
30%	<p>Serve as a staff expert in matters involving engineering geology and hydrology. Provide professional engineering geologic review of work produced by the Site Restoration, Military Facilities Unit. Unit activities include implementation of applicable programs and regulations related to the Board's Department of Defense Program, Site Cleanup Program, and Underground Storage Tank Program. Review and interpret applicable laws, regulations and policies, and review of engineering geology and hydrology reports of site investigations and proposals for site cleanups, mitigation of impacts, and site closures. Prepare enforcement orders; evaluate engineering geology and hydrology reports, technical data, and reports of waste discharge; prepare waste discharge requirements; compliance inspections of cleanup sites and waste disposal sites and facilities; updates of waste discharge requirements; assessment of groundwater monitoring proposals; and field inspections of containment structures. In performing</p>

	<p>any of the foregoing duties, the incumbent may participate in field investigations at sites where toxic and hazardous materials are stored or discharged. Participation in health and safety training programs will be required as appropriate.</p>
25%	<p>Develop and implement program workplans for the Department of Defense Program, and the Regional Board's Annual Operational Plan. Participate in budget preparation and control activities, prepare program status and progress reports, review and comment on State guidance and other program documents, and attend and contribute to program managers meetings or roundtables. Participate in and lead workgroups that implement projects from the Practical Vision.</p>
5%	<p>Participate and communicate effectively in meetings with technical consultants, other representatives of dischargers, governmental agencies, news media, and the general public. Meetings may involve overnight travel. Responsibilities include using engineering geologic knowledge and judgment to clarify and interpret San Diego Water Board policy and objectives. Prepare for and make logical, comprehensible, and convincing written and oral presentations at public hearings and other meetings of the Regional Board, State Water Board, and other federal, State and local agencies.</p>
5%	<p>In addition to the foregoing, perform other job-related duties as required.</p>
	<p>Employee Signature: _____ Date Signed: _____</p>