

PROPOSED

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) San Francisco Bay RWQCB		UNIT 120	POSITION # 880-120-3846-093	DATE June 1, 2020
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Water Resource Control Engineer			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Elizabeth Wells				
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer			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	
N/A		N/A		
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			
	<p>The Water Boards' value diversity at all levels of the organization and are committed to fostering an environment in which employees from a variety of backgrounds, cultures and personal experience are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission to preserve, enhance and restore the quality of California's water resources.</p> <p>Under the close supervision of a Senior Water Resource Control Engineer in the Toxics Cleanup Division, 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. Working under established Board policies and guidelines the incumbent is expected to exercise good judgment while managing regulatory oversight of investigation and remediation projects, performing environmental engineering and other technical work, and implementing State environmental laws and programs. Specific responsibilities include:</p>			
35%	<p>Evaluate the need for and prepare written requirements for technical reports relating to subsurface contaminant investigation, transport, fate, risk assessment and remediation, and protection of public health, safety, and the environment. Review and evaluate the acceptability and completeness of project-related activities and reports involving environmental engineering and mathematical, physical, chemical, and geologic engineering sciences based on Board policies and accepted practices. Prepare written comments and approval letters for reports and information relating to investigations, remediation, and monitoring to assess potential impacts to water quality and human health and demonstrate regulatory compliance.</p>			
15%	<p>Provide updates, briefings, and recommendations regarding project progress, reports review, and other relevant issues. Participate in regular and ad-hoc technical/policy meetings and conference calls as necessary to coordinate and communicate regulatory input for optimal project management and regulatory oversight. Attend public/community meetings, including some that may be held during or after regular business hours. Prepare fact sheets and other public announcements necessary to</p>			

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	comply with the Water Board's public participation guidelines and policies.
10%	Prepare tentative orders and informational items for Board consideration: identify interested parties, coordinate with legal counsel, review and respond to comments, prepare agenda packages Board presentations, and administrative records, and finalize adopted orders. Prepare Executive Officer report items on topical issues and progress.
10%	Track and document all relevant project information and deliverables, including status, performance, documents, schedules, and due dates using GeoTracker and other electronic databases/filing systems. Respond to public requests for information. Prepare accurate and timely daily logs for cost recovery.
10%	Perform site inspections to review compliance with cleanup orders, Water Board-issued permits, the Basin Plan, or other approved work plans and best management practices at facilities where investigation, remediation, or suspected discharges occur. Sample environmental media (e.g., soil, sediment, groundwater, surface water, stormwater) that may contain pollutants, when necessary. Maintain appropriate health and safety training and comply with applicable health and safety procedures.
10%	Support Site Cleanup Program (SCP) management. Process requests for new SCP accounts and track billing information and cost recovery hours on a quarterly basis, respond to invoice inquiries, coordinate and oversee annual estimate letter preparation and hourly tracking, interact with SCP staff and State Board account manager as needed.
5%	Identify instances of significant non-compliance with Water Board-issued orders and permits, Water Board policies, monitoring requirements, and other reports or work plans. Recommend appropriate enforcement actions. Coordinate with enforcement staff as appropriate.
5%	Other duties as required.
	Employee Signature: _____ Date Signed: _____