

PROPOSED

**DUTY STATEMENT**

ORGANIZATION (DIVISION/REGION/BOARD) San Francisco Bay RWQCB		UNIT Enforcement	POSITION # 880-120-3846-103	DATE 09/15/21
NAME OF EMPLOYEE (IF APPLICABLE) VACANT				
CURRENT CLASSIFICATION Water Resource Control Engineer			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Brian Thompson				
CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist			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, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.</p> <p>Under the close supervision of a Senior 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>			
45%	<p>Conduct fundamental project management by establishing, adapting, and meeting milestones and completion dates for assigned tasks and projects. Use knowledge, skills, and training in engineering to evaluate soil and groundwater cleanup projects for consistency and compliance with applicable laws, regulations, policies, and best practices including the design, construction, and performance of remediation systems and the need for technical reports relating to risk assessment, subsurface contaminant remediation, and vapor intrusion mitigation. Prepare written reports and correspondence to communicate project-related findings, comments, approval, deficiencies, and requirements clearly and effectively. Prepare fact sheets and other documents to inform public awareness. Attend and presents at public or community meetings that may be held during or after regular business hours. Maintain project documentation and time logs. Respond to public requests for information. Prepare accurate and timely daily logs for cost recovery</p>			
30%	<p>Communicate interpersonally, in writing, and make presentations. Conduct these forms of communication routinely via email, Board reports, public notices, project</p>			

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	correspondence and/or in meetings with peers, supervisors, executive officers, and external stakeholders. Routinely provide status of tasks or projects, share technical or regulatory information, seek input, or facilitate and support decisions. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects or issues related to their expertise and assignments. This will include working with diverse groups and people and applying best practices for addressing Environmental Justice according to best practices of the State Water Board's Office of Public Participation.
10%	Prepare Board Meeting Items. Prepare orders and informational items for Board consideration. Identify interested parties, coordinate with legal counsel, review, and respond to comments, prepare Board agenda packages, and presentations.
5%	Perform site inspections as necessary to evaluate regulatory compliance. Identify instances of significant non-compliance and evaluate the need and make recommendations for enforcement actions.
5%	Maintain appropriate health and safety training and comply with applicable health and safety procedures.
5%	Other duties as required.
	Employee Signature: _____ Date Signed: _____