

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CRWQCB- Los Angeles	UNIT Site Cleanup II	POSITION # 880-140-3846-119	DATE June 13, 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jeffrey Hu			
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
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 close supervision of a Senior Water Resource Control Engineer 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. The incumbent performs engineering assignments with the Site Cleanup II Unit. The Site Cleanup Program primarily involves regulatory oversight of soil and groundwater contaminated sites under the Cost Recovery Program. The Site Cleanup Program deals with subsurface investigation and corrective action for sites, which includes brownfield cases, refineries, commercial/industrial sites, aboveground/underground storage tanks, Department of Defense projects and special project for preliminary responsible party search in San Fernando Valley.		
45%	Conduct preliminary environmental site investigations for potential sources of soil, soil vapor and groundwater contamination. Assist responsible parties related to potential sources of contamination in order to achieve compliance. Use engineering and technical judgment to review regulatory/historical records related to chemical storage/use and environmental site investigations to make recommendation on the acceptability of technical reports and other actions which address releases of pollutant to soil and groundwater. Perform water quality control engineering work in all aspects of waste regulation including, soil, soil vapor and groundwater investigation of contamination, remedial feasibility and remedy selection; review of chemical of concerns and responsible party identification; review and analyze self-monitoring program and remediation progress monitoring; Review engineering plans, specifications and other engineering documentation related to waste treatment system construction, operation and maintenance in order to develop policies, procedures and guidance material to improve permitting, compliance and monitoring activities. Conduct site investigations and inspections to assess compliance of waste operation, disposal, and cleanup facilities. Oversee the performance of field investigations and clean-up activities by the potential discharger. Advise responsible parties related to the contamination of procedures to follow in cleaning up of contaminated site to the environment. May act as a lead person and provide technical support for investigations and cleanups at commercial and industrial and/or Department of Defense project sites		

	including refineries, and above ground tank sites.
20%	Organizes and conducts field investigation and facility inspections to ensure compliance of the investigation and remediation activities with approved work plans. Facilities may include sites where wastes, including toxic and hazardous materials are discharged or stored. Perform emergency response to hazardous waste spills in the region as needed.
15%	Prepares waste discharge requirements and enforcement orders, when appropriate for sites requiring assessment and cleanup. Prepares technical engineering reports and correspondences. Prepares agenda items and makes presentations to the Board and public as necessary.
15%	Conducts and participates in meetings with technical staff, representative of dischargers and other governmental agencies, and members of the public. Provides assistance to public inquires in a timely and professional manner and participates in Unit program management support and conducts file management, GeoTracker, daily-log.
5%	Performs other duties as required.
Employee Signature: _____ Date Signed: _____	