

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Coast Water Board	UNIT Site Cleanup Program	POSITION # 880-130-4871-903	DATE July 13, 2022
NAME OF EMPLOYEE (IF APPLICABLE)			
CURRENT CLASSIFICATION Student Assistant, Engineering & Architecture		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Greg Bishop			
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
0			
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 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:		
35%	Enter water quality information regarding land, groundwater, and/or surface water discharges into State Water Resources Control Board databases, such as GeoTracker and CWIQS. This work may include scanning records for upload.		
25%	Assist with developing and responding to land, groundwater, and surface water permit applications. Assist with permit development, review, and response. Prepare agency correspondence and enter tracking report status in databases.		
15%	Apply environmental engineering knowledge to compare technical data in reports to US Environmental Protection Agency standards, Basin Plan standards, and/or other standards. Assist technical staff in preparing documents associated with potential permit non-compliance issues using technical and other data. Assist with other document preparation and transmittal.		
10%	Track receipt of electronic reports and enter violations, such as late report submittals, into the State Board database. Prepare mass informational mailing notices and distribute technical water quality documents. Assist in both hard copy and electronic file inventory and maintenance.		
10%	Assist in preparing Board presentations and accompany staff on occasional field inspections to assess compliance with land and surface water permits.		
5%	Perform other duties as required.		

	Employee Signature: _____ Date Signed: _____
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