

DUTY STATEMENT

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| ORGANIZATION (DIVISION/REGION/BOARD) CVRWQCB Fresno | UNIT 15-155-02 | POSITION # 880-155-3751-005 | DATE July 2022 |
| NAME OF EMPLOYEE (IF APPLICABLE) Vacant | | | |
| CURRENT CLASSIFICATION Senior Engineering Geologist | | PROPOSED CLASSIFICATION (IF APPLICABLE) | |
| NAME OF SUPERVISOR Alex Olsen | | | |
| CURRENT CLASSIFICATION OF SUPERVISOR Supervising 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 |
| 2 | WRC 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 | | |
| 40% | <p>Under the general 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>Fulfilling supervisory functions for the Oil Field Discharges to Land Unit by developing work plans, goals, and objectives. Assigns projects and establishes priorities and submittal schedules. Tracks the progress of projects and report deadlines for adherence to schedules, sets clear performance expectations and provides constructive feedback, monitors work performance, behavior, activities, and work results of staff. Identifies training needs of employees to ensure proper professional development. Mentors and coaches, and provides interpretation and guidance to subordinates on correct procedural, technical, policy, and legal requirements of regulatory programs. Completes timely, accurate, and thorough employee appraisals and individual development plans. Assists management in recruitment and selection of new employees and recognition and promotion of worthy employees. Performs timely and effective disciplinary and punitive action when appropriate and achievement of work force diversity and a discrimination free workplace.</p> | | |
| 35% | <p>Provides specialized environmental geologic engineering expertise to other office technical staff and supervisors. Provides technical and professional quality review of studies and critiques that staff conduct concerning geotechnical reports and work plans, hydrological monitoring information, design criteria for waste management units, and site cleanups. This includes the preparation of waste discharge requirements, enforcement documents, oral public presentations, and interpretation of information on the lateral and vertical extent of soil or groundwater contamination. Plans and directs investigations of water quality conditions and oversees the preparation of water quality surveys and technical reports on individual dischargers.</p> | | |

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| 20% | Conducts meetings with dischargers, engineers, and technical staff from other State agencies, local governments, and consulting firms regarding assigned sites and programs. Participates in roundtable meetings, regional program meetings, Regional Water Board meetings, and public information concerning assigned programs and sites. Uses hydrogeologic and geologic engineering and organizational knowledge and professional judgment to clarify and convey requirements of State and Regional Water Board policies. |
| 5% | Performs other duties as required. |
| Employee Signature: _____ Date Signed: _____ | |