

# DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> CRWQCB- Los Angeles	<b>UNIT</b> UST-San Gabriel	<b>POSITION #</b> 880-140-3846-400	<b>DATE</b> August 11, 2022
<b>NAME OF EMPLOYEE (IF APPLICABLE)</b> Vacant			
<b>CURRENT CLASSIFICATION</b> Water Resource Control Engineer		<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>	
<b>NAME OF SUPERVISOR</b> Ann Lin			
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Senior Water Resource Control Engineer		<b>REVIEWED AND APPROVED BY SIGNATURE</b>	
<b>SUPERVISION EXERCISED (IF APPLICABLE)</b>			
<b>1. DIRECTLY SUPERVISED</b>		<b>2. INDIRECTLY SUPERVISED</b>	
<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>	<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>
<b>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.</b>			
<b>% OF TIME</b>	<b>DUTIES</b>		
	Under the close supervision 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. Specific responsibilities include:		
45%	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 workplans for conducting environmental site investigations for potential sources of soil, soil vapor and groundwater contamination. Review soil and groundwater remediation plans with respect to the site-specific conditions. Evaluate the effectiveness of remedial activities and determine when corrective actions are complete and low risk closure is warranted. Prepare memos, project summaries and evaluations, enforcement actions, and correspondence related to the investigation and cleanup activities.		
15%	Conduct inspections to evaluate site conditions and observe work during assessment and cleanup activities, observe sampling procedures, and collect soil and groundwater samples at leaking underground storage tank sites. Facilities may include sites where wastes including toxic and hazardous materials are discharged or stored.		
15%	Arrange and participate in meetings with other engineers and technical staff from responsible parties, public agencies, and consultants to discuss requirements for assessment, corrective, and remediation measures.		
15%	Prepare written engineering reports documenting results of inspections and investigations. Recommend follow-up actions and prepare background summaries, necessary correspondence, engineering reports, and draft formal enforcement actions, such as Clean		

	Up and Abatement Orders, and Administrative Civil Liability Complaints. Prepare and make oral reports and presentations to the Regional Board concerning inspection and enforcement hearings and explain technical aspects of the findings based upon application of engineering principals.
5%	Respond to public inquires, prepare work summaries and progress reports, maintains files, attend meetings, participate in cross training other underground storage tank staff.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	