

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Lahontan Water Board	UNIT Land Disposal Unit	POSITION # 880-165-3756-XXX	DATE October 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Engineering Geologist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jan Zimmerman			
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
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. The incumbent is expected to participate in training classes as offered, and with supervisor approval, to increase knowledge in job requirements, performance, and proficiency. Specific responsibilities include:		
45%	Using geologic methods and principles and knowledge of California Water Code, California Code of Regulations, and the Water Quality Control Plan for the Lahontan Region, review technical reports and analytical data to evaluate threat of pollutants to both groundwater and surface waters. Evaluate and interpret hydrogeologic/geologic data and other data to evaluate extent and magnitude of contamination and the effectiveness of cleanup actions. Review self-monitoring reports and other technical reports, including financial assurance documents, to determine compliance with Board Order requirements. Prepare and draft Board Orders, technical correspondence, inspection reports, staff reports, and presentations to inform and support the decision-making process of management and the Regional Board. Recommend site investigation and cleanup actions. Participate in and coordinate meetings with other State, federal, and local agencies, stakeholder groups, and the public.		
25%	Conduct compliance inspections of regulated facilities and cleanup sites; perform field work such as soil, surface water, and groundwater sampling at regulated and unregulated sites. Field work will require the ability to navigate uneven, rugged terrain for extended periods of time, in extreme temperatures (hot and cold) throughout the workday, carrying more than 50 pounds, and may require overnight travel.		
25%	Prepare staff reports and Board Orders related to enforcement actions; review status reports submitted by dischargers and those named in enforcement actions; conduct enforcement compliance inspections; and prepare compliance inspection reports.		

5%	<p>Investigate spills and complaints; conduct spill/complaint inspections; collect data leading to preparation of enforcement actions; and prepare spill/complaint inspection reports. Maintain case records in the appropriate electronic filing system (e.g., GeoTracker, CIWQS, ECM, SMARTS, etc.)</p> <p>Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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