

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Central Valley Water Board Region 5 Rancho Cordova	UNIT Federal Cleanup	POSITION # 880-150-3751-011	DATE 25 October 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Senior Engineering Geologist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Christopher Flower			
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
5	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		
30%	<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.</p> <p>The Senior Engineering Geologist will be responsible for supervising, organizing, directing, and coordinating the technical and policy work of the Site Cleanup Section, Federal Cleanup Unit. The Senior Engineering Geologist will also be responsible for assisting with planning and communicating the work of the regions Site Cleanup Program as well as directly overseeing a unit of staff implementing federal facilities, private sector and state funded cleanups throughout Region 5.</p> <p>Specific responsibilities include:</p> <p>Represent the Board in meetings with other State agencies as well as Federal agencies and interested public. Prepare and review environmental and scientific documents in compliance with various state and federal laws and State and Board Policies. Hire, mentor, and evaluate unit staff performance to ensure high quality work. Provide technical review and quality assurance (QA)/quality control (QC) of staff correspondence. On an annual basis, or more frequently as needed, prepare and conduct performance evaluations for unit staff and jointly prepare with each interested staff an Individual Development Plan (IDP). Assist supervisor with developing an Annual Programmatic Work Plan and with preparation of periodic updates for the executive management team. Monitor unit staff progress in meeting work plan commitments and communicating with supervisor throughout the year on progress and issues. Prepare and present information items, permitting actions, and enforcement proceedings before the Regional and State Board. Prepare annual budget for federal, state and private site cleanups.</p>		

25%	Supervise, organize, and direct staff in implementing the approved annual work plan for the Site Cleanup Program. Identify high priority sites, obtain necessary permissions or warrants, conduct high quality, scientifically valid field investigations of the potential effects of discharges from federal, state, local, and private facilities on the waters of the state; and follow the State Board's Enforcement Policy to address impacts identified through the investigation process.
20%	Supervise staff working in the Site Cleanup Program, Federal Facilities Unit. Oversee staff coordination with State, Local, and Federal agencies and with branches of the Department of Defense. This work includes investigation, inspections, case handling, document review, agency coordination, annual federal/state budgeting, outreach, compliance and enforcement activities. Ensure cleanups apply best management practices for timely remediation of impacted sites and assure that regulated sites provide water quality protection.
15%	Directly perform work on selected sites using geologic interpretation and professional judgment. Direct and conduct groundwater and geologic field investigations at sites where wastes, including toxic and hazardous materials are discharged or stored. Perform field tasks that include collecting samples of water, soil and waste contaminated with toxic and hazardous materials for analysis; observing construction of ground water monitoring wells at sites which may have toxic and hazardous materials; reviewing boring logs of well installation; and evaluating actual field performance of cleanup facilities.
5%	Complete other assignments and duties necessary or desirable to carry-out the mission of the Board, including, but not limited to serving on appropriate committees, speaking at public forums, responding to emergencies, and meeting with the public and other interested parties.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	