

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) San Francisco Bay RWQCB	UNIT Site Cleanup 4	POSITION # 880-120-3846-102	DATE October 25, 2022
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NAME OF EMPLOYEE (IF APPLICABLE)  
VACANT

CURRENT CLASSIFICATION Water Resource Control Engineer	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR  
Ron Goloubow

CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED	2. INDIRECTLY SUPERVISED
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NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
N/A		N/A	

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
45%	<p>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:</p> <p>Conduct project management as a case manager to oversee the investigation and remediation of sites with polluted soil, soil gas, groundwater, indoor air, surface water, and sediment, including sites contaminated with polychlorinated biphenyls. This will include using the principals of water quality control to evaluate the pollution/site conditions and evaluate options to remediate/mitigate the pollution, establishing, adapting, and meeting milestones and completion dates for assigned tasks and projects. Key tasks will be to evaluate, review, check, or interpret engineering reports, plans, specifications, remediation workplans and completion reports for feasibility studies, contaminant treatment technologies, engineering cost estimates, plans, construction as-built drawings, performance determinations, vapor mitigation systems, and environmental investigations based on applicable laws, regulations, policies, and best practices. Using engineering knowledge and technical expertise, analyze environmental data and other information provided in GIS, contour maps, and data plots and charts to evaluate compliance with Water Board directives, the need for further investigation and remediation, potential enforcement actions, and case closure.</p>
30%	<p>Communicate interpersonally, in writing, and in presentations internally and with the public. Conduct these forms of communication through email, Water Board reports, public notices, project correspondence and/or in meetings with peers, supervisors, executive officers, and external stakeholders. Routinely provide status of tasks or projects, share technical and regulatory information, seek input, and make recommendations. Using engineering knowledge and technical expertise, prepare written requirements, cleanup and abatement orders, reports, comments, approval letters. Prepare fact sheets and other documents to inform public awareness. Attend and present at public or community meetings that may be held during or after regular</p>

	<p>business hours. Respond to public requests for information. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects or issues related to their expertise and assignments. This includes working with racially, ethnically, and culturally diverse groups and applying best practices for addressing racial equity and environmental justice.</p>
5%	Use and maintain GeoTracker and other electronic systems for storing, tracking, and sharing relevant project information including case status, regulatory actions, correspondence, and document submittals. Prepare accurate and timely daily logs for cost recovery.
5%	Prepare orders and informational items for Water Board consideration. Identify interested parties, coordinate with legal counsel, review and respond to comments, and prepare Water Board agenda packages and presentations.
5%	Use sound engineering knowledge and judgment to perform site inspections to evaluate regulatory compliance. Identify instances of significant non-compliance. Evaluate the need for and make recommendations for enforcement actions.
5%	Maintain health and safety training and comply with applicable health and safety procedures.
5%	Perform other duties as required.
	<p>Employee Signature: _____ Date Signed: _____</p>