

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) North Coast Regional Water Quality Control Board	UNIT Cleanups Unit	POSITION # 880-110-3756-XXX	DATE November 14, 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Engineering Geologist		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Heidi M. Bauer			
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. Specific responsibilities include:		
30%	Review and oversee investigation of underground storage tank (UST), site cleanup program (SCP), and Department of Defense (DoD) sites where unauthorized releases of contaminants occurred. Evaluate site conditions for conformance with State Water Board policies and state regulations for cleanup of contamination and waste disposal and treatment and recommend appropriate regulatory activities. Review complex hydrogeological plans and data including groundwater, soil, soil vapor. Review well construction details, borehole soil lithology and geophysical borehole data. Evaluate potential for surface and groundwater contamination and contaminant transport through soil and rock strata. Comment on hydrogeological plans and reports submitted by licensed professionals. Determine appropriate monitoring requirements for groundwater and vapor intrusion investigations. Draft monitoring programs as needed.		
20%	Review and oversee remediation at these sites. Review and comment on hydrogeological plans and reports containing remediation system designs, and maintenance plans. Review and monitor hydrogeological response data pertaining to remediation systems. Determine if remediation design is appropriate for soil lithology and groundwater quality characteristics. Determine appropriate monitoring requirements for remediation projects. Draft monitoring programs and cleanup orders as needed.		
10%	Perform all activities necessary to prepare, implement, and follow up on formal and informal enforcement actions on Regional Water Board orders and basin plan prohibitions in accordance with State Water Board's Enforcement Policy. Such activities		

	include identifying and investigating instances of non-compliance with permits, enforcement orders, requirements to submit hydrogeological and other technical data, and other water quality requirements based on monitoring data, inspections, and other available technical, scientific, hydrogeological, and non-technical information. When there is non-compliance, propose and prepare enforcement actions. For enforcement actions that require Board approval, prepare and present enforcement packages for Board consideration. Monitor compliance with enforcement actions.
10%	Conduct meetings with dischargers, site owners and operators, consultants, governmental agency representatives, and the general public to discuss investigation and cleanup proposals, monitoring programs, enforcement actions, and compliance with Regional Water Board orders and regulations.
10%	Track sites, case work, and documents in the GeoTracker database. Query database to summarize status of active and closed cases. Prepare summaries of site status for program manager as necessary.
10%	Conduct inspections at contaminated sites to determine effectiveness of subsurface hydrogeological investigation and remedial methods. Collect soil, soil vapor and water and other hydrogeological data as needed to evaluate monitoring and remediation compliance with waste discharge requirements, and to investigate possible contaminant releases. Prepare inspection reports and conduct follow-up actions.
5%	Determine hydrogeologic and other technical information required for issuance of waste discharge requirements, technical reports, and staff reports for Regional Water Board hearings. Attend Regional Water Board and other agency public hearings and present comments and recommendations. Coordinate Regional Water Board orders and reporting requirements with other state and federal agency staff.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	