DUTY STATEMENT						
N (DIVISION/REGION/BOARD) UNIT			POSITION # 880-120-3756-033		DATE November 8, 2022	
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Engineering Geologist			OLD OLA	SON TOATTON (II ATT E	IOABLL	
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CURRENT CLASSIFICATION OF SUPERVISOR			REVIEWED AND APPROVED BY SIGNATURE			
Senior Engineering Geologist						
1. DIRECTLY SUPERVISED 2. INDIRECTLY SUPERVISED				JPERVISED		
				CLASS TITLE		
		N	l/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.						
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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: In collaboration with external stakeholders and consistent with supervisor's priorities, manage Department of Defense and private site cases by scoping, planning, tracking, communicating, and revising schedules to ensure workload is completed and deadlines are met; and establish, adapt, and meet milestones and completion dates of assigned tasks and projects. Review and evaluate the acceptability and completeness of project-related activities and reports involving mathematical, physical, chemical, and geologic engineering sciences based on Water Board policies and accepted practices. Prepare written comments and approval letters for reports and information relating to investigations, remediation, and monitoring to assess potential impacts to water quality and human health and demonstrate regulatory compliance. Using geologic knowledge and technical expertise, evaluate the need for and prepare written requirements for technical reports relating to subsurface contaminant investigation, transport, fate, risk						
Review compliance with approved work plans an remediation, or suspect regarding project progres health and safety training document all relevant produments, schedules, systems. Prepare accur. Work collaboratively in gregulatory, and proceduland assignments. This is	n cleanup orders and best manage ed discharges of ess, reports revi and and comply v roject information and due dates rate and timely of groups internally ural recommend includes collabor ess environment	s, Wate ment proccur. Few, and ousing Gaily log attions for atting valuations at the attinuation of att	er Board ractices Provide d other blicable delivera GeoTrac gs for co vith exter with people	I-issued permits, to at facilities where updates, briefings relevant issues. It health and safety ables, including stacker and other elects recovery. Ernal stakeholders ects and issues repole from different	the Basin Plan, or other e investigation, s, and recommendations Maintain appropriate procedures. Track and atus, performance, ctronic databases/filing s to develop technical, elated to their expertise t racial, ethnic, and	
	N (DIVISION/REGION/BOARD) VQCB LOYEE (IF APPLICABLE) ASSIFICATION AG Geologist ERVISOR AG INGUITIES: SUMMARIZE THE ST. 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OI EMPLE LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTH Under the close supervision of a Senior Engin customer service practices and the goals of th incumbent is expected to be courteous and procustomer input when completing work assignment of Defense and private site cases and revising schedules to ensure workload is adapt, and meet milestones and completion devaluate the acceptability and completeness of mathematical, physical, chemical, and geologi policies and accepted practices. Prepare writte information relating to investigations, remediat to water quality and human health and demon knowledge and technical expertise, evaluate the technical reports relating to subsurface contain assessment and remediation, and protection of Review compliance with cleanup orders, Wate approved work plans and best management premediation, or suspected discharges occur. Fregarding project progress, reports review, and health and safety training and comply with approved work plans and best management premediation, or suspected discharges occur. Fregarding project progress, reports review, and health and safety training and comply with approved work plans and best management premediation, or suspected discharges occur. Fregarding project progress, reports review, and health and safety training and comply with approved work plans and best management premediation, or suspected discharges occur. Fregarding project progress, reports review, and health and safety training and comply with approved work plans and best management premediation, or suspected discharges occur. Fregarding project progress, reports review, and health and safety training and comply with approved work plans and best management premediation, and procedural recommendations and assignments. This includes collaborating and assignments. This includes collaborating and assignments. 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S In collaboration with external stakeholders and consist Department of Defense and private site cases by sco and revising schedules to ensure workload is completed adapt, and meet milestones and completion dates of evaluate the acceptability and completeness of project mathematical, physical, chemical, and geologic engin policies and accepted practices. Prepare written cominformation relating to investigations, remediation, and to water quality and human health and demonstrate reknowledge and technical expertise, evaluate the need technical reports relating to subsurface contaminant in assessment and remediation, and protection of public Review compliance with cleanup orders, Water Board approved work plans and best management practices remediation, or suspected discharges occur. Provide regarding project progress, reports review, and other health and safety training and comply with applicable document all relevant project information and deliveral documents, schedules, and due dates using GeoTrac systems. Prepare accurate and timely daily logs for contaminating and assignments. T	N (DIVISION/REGION/BOARD) UNIT WQCB DOD 1 880-120-3756-033 LOYEE (IF APPLICABLE) ASSIFICATION GEOLOGIST PROPOSED CLASSIFICATION (IF APPLICABLE) SUPERVISION EXERCISED (IF APPLICABLE) 1. DIRECTLY SUPERVISED 2. INDIRECTLY STILLE N/A STILLE N/A STILLE NO. OF EMPLOYEES SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLANT THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS DUTIES. 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Prepare written comments and approximation relating to investigations, remediation, and monitoring to as to water quality and human health and demonstrate regulatory complia knowledge and technical expertise, evaluate the need for and prepare	

15%	Prepare tentative orders and informational items for Water Board consideration: identify interested parties, coordinate with legal counsel, review, and respond to comments, prepare agenda packages Water Board presentations, and administrative records, and finalize adopted orders. Prepare Executive Officer report items on topical issues and progress. Identify instances of significant non-compliance with Water Board-issued orders and permits, Water Board policies, monitoring requirements, and other reports or work plans. Recommend appropriate enforcement actions. Coordinate with enforcement staff as appropriate.			
10%	Communicate orally and in writing via email, written reports, project correspondence, power point presentations and meetings with peers, supervisors, management, and external stakeholders. This includes communicating with people from different racial, ethnic, and cultural groups. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions. Attend public/community meetings, including some that may be held during or after regular business hours. Prepare fact sheets and other public announcements necessary to comply with the Water Board's public participation guidelines and policies. Respond to public requests for information.			
5%	Perform other duties as required.			
	Employee Signature:Date Signed:			