

DUTY STATEMENT

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| ORGANIZATION (DIVISION/REGION/BOARD) SF Bay RWQCB | UNIT DOD 1 | POSITION # 880-120-3756-033 | DATE November 8, 2022 |
| NAME OF EMPLOYEE (IF APPLICABLE) Vacant | | | |
| CURRENT CLASSIFICATION Engineering Geologist | | PROPOSED CLASSIFICATION (IF APPLICABLE) | |
| NAME OF SUPERVISOR Nathan King | | | |
| 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 |
| 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>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 assessment and remediation, and protection of public health, safety, and the environment. Review compliance with cleanup orders, Water Board-issued permits, the Basin Plan, or other approved work plans and best management practices at facilities where investigation, remediation, or suspected discharges occur. Provide updates, briefings, and recommendations regarding project progress, reports review, and other relevant issues. Maintain appropriate health and safety training and comply with applicable health and safety procedures. Track and document all relevant project information and deliverables, including status, performance, documents, schedules, and due dates using GeoTracker and other electronic databases/filing systems. Prepare accurate and timely daily logs for cost recovery.</p> | | |
| 25% | <p>Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues related to their expertise and assignments. This includes collaborating with people from different racial, ethnic, and cultural groups to address environmental justice and racial equity. Participate in regular and ad-hoc technical/policy meetings and conference calls as necessary to coordinate and communicate regulatory input for optimal project management and regulatory oversight.</p> | | |

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| 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: _____ | |