

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) CRWQCB, Region 4		UNIT Enforcement I Unit	POSITION # 880-140-3756-XXX	DATE 11/09/2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Engineering Geologist			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Ching Yin To				
CURRENT CLASSIFICATION OF SUPERVISOR Senior Water Resource Control Engineer			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			
45%	<p>Under the close supervision of a Senior Water Resource Control Engineer 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>Identify and investigate violations of the California Water Code, Clean Water Act, and permit requirements, and prepare informal and formal enforcement actions including Administrative Civil Liabilities, Cease and Desist Orders, Cleanup and Abatement Orders, Settlement Agreements, etc. to address the violations. Review and evaluate Self-Monitoring Reports (SMRs) and other technical reports submitted pursuant to National Pollutant Discharge Elimination System (NPDES) permits, State Board's Sanitary Sewer System Waste Discharge Requirements, and other Regional Water Board orders. Conduct engineering analysis of water resource information including, but not limited to hydrology, pollution control, monitoring analytical data, and water balance calculations. Use engineering judgment to evaluate the treatment and disposal of sewage, industrial, and other wastes. Use engineering judgement to evaluate the design and construction of water and wastewater facilities. Conduct engineering analysis on the physical, biological, and chemical factors relating to the control of water pollution and quality, and the management of surface and ground water. Evaluate site assessments and subsurface investigative technical reports to determine the pollutants fate and transport in soil, soil vapor and groundwater at contaminated sites and responsible party identification in preparation of enforcement orders.</p>			
20%	<p>Organize and conduct field and facility inspections to ensure compliance with Regional Water Board orders and enforcement actions. Respond to and investigate spill events as necessary. Prepare reports and enforcement orders for follow-up corrective actions. Collect, process, and analyze field samples. Conduct environmental monitoring and research studies. Collect and transport environmental samples. Prepare sampling documentation, material, and supplies. Operate and maintain sampling equipment.</p>			

15%	Schedule and attend meetings with dischargers and other governmental agencies. Investigate and monitor situations related to public complaints and inquiries. Conduct public outreach and education. Prepare and deliver effective presentations to the Board and to the public, as required.
15%	Manage and prepare periodic updates to the Regional Water Board's Supplemental Environmental Projects (SEPs) List. Schedule and attend meetings with SEP Proponents. Act as part of the Region's Prosecution Team to assist in developing and negotiating penalties and SEPs with dischargers.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	