

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Lahontan Regional Water Quality Control Board	UNIT Cleanup/Site Investigation and Enforcement Unit	POSITION # 880-160-3846-002	DATE January 6, 2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Water Resource Control Engineer		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jeff Brooks			
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
Not applicable			
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>Staff of the Cleanup/Site Investigation and Enforcement Unit oversee environmental site investigation and cleanup activities and prepare and track enforcement activities for the Regional Board.</p> <p>Oversee/direct site investigation and cleanup activities at various sites (e.g., underground storage tank sites, Site Cleanup Program (e.g., dry cleaner sites), mines, landfills, Department of Defense sites, etc.). Use engineering expertise to develop and analyze remedial investigations, feasibility studies, and corrective action plans for cleanup and abatement of unauthorized waste discharges to soils, surface waters (including wetlands), and groundwater; review work plans, monitoring reports, and other technical reports to evaluate if proposed/actual activities will likely/are effectively protecting public health, and restoring beneficial uses and compliance with state and federal water quality protection laws and regulations; conduct site/facility inspections involving sampling multiple environmental media, and manage Regional Board records using current Regional Board databases and filing systems (e.g., Geotracker, California Integrated Water Quality System [CIWQS], and Stormwater Multiple Application Reporting and Tracking System [SMARTS]). Document review includes analyzing site investigation work plans and the results from environmental media investigations; proposed remediation activities and treatment system design, construction, and operations; and monitoring plan proposals and results for surface water, groundwater, soil, vadose zone, and vapor monitoring.</p>		

35%	<p>Prepare informal and formal enforcement actions and referrals to other agencies based upon violations identified through inspections, report review, and investigations related to unauthorized waste discharges and other activities adversely affecting or threatening to adversely affect the environment, water quality and beneficial uses. Such enforcement actions may include, but are not limited to, Notices of Violation, Cleanup and Abatement Orders, and Administrative Civil Liability Complaints, all of which require findings of fact, supporting evidence, and recommendations to effectively address impacts and return the discharger to compliance with state and federal water quality laws and regulations. Preparing enforcement actions involves development of staff reports providing the supporting evidence and findings of fact, responding to public and agency comments, presenting formal enforcement actions and status reports to the Regional Board, and effective records management using Regional Board databases and filing systems. Implement enforcement actions via site/facility inspections and review work plans, restoration plans, status reports, and other technical reports containing environmental media data, operation and maintenance data, and other information related to treatment systems for purposes of evaluating compliance with the enforcement action, and progress towards mitigating environmental impacts and returning to compliance with state and federal water quality protection laws and regulations.</p>
15%	<p>Review Reports of Waste Discharge/permit applications for mines, landfills, and other facilities involving waste discharges that could adversely affect the environment and surface and/or groundwater quality, determine completeness, and prepare comments, when appropriate. Review historic facility data and conduct site/facility inspections to ensure compliance with existing Waste Discharge Requirements (WDRs) and address any issues in existing WDRs including groundwater and surface water data review, effluent discharge data review, and Basin Plan compliance analysis. Prepare draft WDRs and incorporate revisions based upon management review; prepare and release tentative WDRs and associated environmental documents for discharger, other agency, and public review and comment; and respond to comments and prepare and present proposed WDRs to the Regional Board for its consideration at public meetings. Participating in public meetings, external stakeholder groups, and technical committees. Present information to Water Board(s), state and federal agencies, industry, and the public, as needed. Use communication skills, knowledge of geologic processes and professional judgment to clarify and/or interpret Board policy, water quality standards, and Board objectives. Present oral reports to the Board or other governing or regulatory boards and the public as directed. Prepare maps, graphs, and other visual aids for presentations as appropriate. Compile program information into appropriate databases in a timely and organized manner.</p>
5%	<p>Perform other duties as required.</p> <p><u>Toxic and Hazardous Materials Health and Safety.</u> Field work may include sites where wastes, including toxic and hazardous materials, are discharged, stored, or treated. These sites may include Class I hazardous waste disposal sites, state and federal superfund sites, underground storage tank excavations, pesticide disposal sites, and other sites that present the same level of risk. Field tasks may include observing construction of waste management units and</p>

ground water monitoring wells at sites with toxic and hazardous materials. Additional duties will include completing and updating hazard evaluation plans or similar documents prior to field investigation of any of the above sites.

Employee Signature: _____ Date Signed: _____