

## DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Region 8 – Santa Ana Region		UNIT Site Cleanup	POSITION # 880-180-3846-064	DATE 5/16/2023
NAME OF EMPLOYEE (IF APPLICABLE) Vacant				
CURRENT CLASSIFICATION Water Resource Control Engineer			PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Mehrnoosh Behrooz				
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 the 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, follow through on commitments, provide timely responses and solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Assist State Board staff from the Division of Financial Assistance (DFA) in tasks related to grant funded projects within the Region from the State of California under Proposition 1 Groundwater Grant Program funding. Review the scopes, budgets, and schedules of each existing grants/funded project. Review proposals for consistency with applicable Regional Water Board and State Water Board policies, permits and orders. Independently review technical reports and work plans needed to conduct site investigations for planning projects or design and build an eligible implementation project. Independently review and oversee the design, construction, pilot studies, initial startup of facilities and post-construction performance monitoring activities. Conduct data management activities to ensure that all of the appropriate data is shared with stakeholders, agencies, and the public.</p>			
25%	<p>Review technical reports and work plans consisting of complex geological and engineering concepts. This will include interpreting hydrogeology, stratigraphy, and soil conditions, and evaluating chemical, engineering, and analytical details such as the type of contamination present, well design features, remediation technologies, and remediation system designs. Use technical judgment to review regulatory/historical records related to chemical storage/use and environmental site investigations to make recommendations on the acceptability of technical reports and advise responsible parties of procedures to follow in cleaning up of contaminated sites. Oversee the performance of field investigations and clean-up activities by the responsible party.</p>			
15%	<p>Collaborate with State or Federal Agencies or consultants to discuss technical aspects of soil and groundwater investigation and cleanup. Conduct technical meetings and prepare</p>			

	meeting summaries. Prepare, submit, and review technical correspondence; evaluate groundwater modeling data and make specific technical recommendations. Present complex technical reports and studies to the Regional Board, other State Agencies or Stakeholder groups. Prepare and present enforcement orders and reports to the Regional Board for cases dealing with complex hydrogeological or engineering issues.
5%	Perform various field activities, including inspections of contaminant release sites to evaluate remediation options and preparation of site inspection reports.
5%	Provide assistance to public inquiries in a timely and professional manner, participate in program management support, and conduct file management. Participate in appropriate conferences and specialized training as opportunities/need arise.
5%	Perform other duties as required.
Employee Signature: _____ Date Signed: _____	