

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Lahontan Water Quality Control Board	UNIT 165	POSITION # 880-165-3751-005	DATE June 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Senior Engineering Geologist (Supervisory)		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Jan Zimmerman			
CURRENT CLASSIFICATION OF SUPERVISOR Supervising 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
6	Engineering Geologist		
1	Scientific Aid		
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 general direction of a Supervising 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>Assigns and directs the work of the unit; and provides daily supervision of unit staff and reviews work products including correspondence to dischargers, agencies, and the public to ensure quality of unit work products. Performs data entry into databases and electronic data file systems such as California Integrated Water Quality System (CIWQS), Storm Water Multiple Application and Report Tracking System (SMARTS), GEOTRACKER, Electronic Content Management (ECM), time management systems, and other databases. Trains staff; prepares an annual unit work plan; and tracks budget expenditures and progress in meeting work plan commitments. Participates in Board meetings; takes the lead and represents the Board in major cases with critical or controversial sensitive water quality issues; oversees preparation of reports on water quality program needs and unit accomplishments; and makes recommendations to management. Uses geologic knowledge and technical expertise to oversee the collection of soil, surface water, groundwater, stormwater, and wastewater samples, infrequently in the field.</p>		
45%	<p>Supervises staff performing tasks related to department of defense and site cleanup program sites. Oversees and reviews staff work products involving review and interpretation of geologic, hydrogeologic, and engineering geologic data, review of technical reports, and review of engineering designs and plans. Uses geologic interpretation and professional judgment to conduct engineering geology evaluations to assess water quality problems and evaluate multiple options, solutions, and recommendations to management regarding managing, treating, and disposing of</p>		

	<p>wastes. Supervises staff in providing comments on environmental documents, reports of waste discharge, and results of water quality investigations and in preparing waste discharge requirements, enrollments under state and regional general orders, enforcement orders, board resolutions, and other agenda items. Assigns Public Records Act requests to staff for appropriate response within required time limits. Assigns and oversees investigation of spills and complaints. Assigns and prioritizes work and reviews work products to ensure effectiveness, completeness, and accuracy at achieving the goals and expectations for the Unit. Participates in and coordinates meetings with other State, federal, and local agencies, stakeholder groups, and the public.</p>
5%	<p>Acts as Program Manager for the Department of Defense (DoD), Site Cleanup, or another appropriate program that the Unit is assigned. Prepares program work plans for the region, attends statewide roundtable meetings, disseminates program news and updates, oversees regional program budgets, and reviews and prepares comments on proposed regulations, policies, and guidelines. Coordinates action items between the various regional offices.</p>
5%	<p>Perform other duties as required.</p> <p>Toxic and Hazardous Materials Health and Safety 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, underground storage tank excavations, state and federal superfund cleanup sites, pesticide disposal sites, and other sites which present the same level of risk. Field tasks may include observing construction of waste management units and groundwater 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.</p>
	<p>Employee Signature: _____ Date Signed: _____</p>