

**CLEAR****PRINT****DUTY STATEMENT TEMPLATE** **CURRENT**  **PROPOSED**

RPA Number:	Classification Title: <b>Senior Hazardous Substances Engineer</b>	Position Number: <b>810-xxx-3725-xxx</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full-Time</b>	Intermittent Hours Per Month:
Division/Office: <b>Multiple Divisions</b>	Section/Unit: <b>Various Units</b>	Reporting Location: <b>Multiple Locations</b>
Supervisor's Name:	Supervisor's Classification:	CBID: <b>R09</b>
Confidential Designation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Telework Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		
<b>Human Resources Use Only:</b>		
<b>HR Analyst Approval</b>		
HR Analyst Name	HR Analyst Signature	Date
<b>General Statement</b>		
The Hazardous Substances Engineer series describes a broad range of staff, project management, and supervisory engineering work of varying difficulty and complexity performed primarily within the Hazardous Waste Management, Site Mitigation, and Pollution Prevention and Technology Development Programs of DTSC. The series functions under State and Federal environmental statutes and regulations, including the California Environmental Quality Act (CEQA); the Resource Conservation Recovery Act (RCRA); the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); the Clean Air Act (CAA); the Clean Water Act (CWA); the Toxic Substances Control Act (TSCA); and various sections of the Health and Safety Code.		
<b>Equity Statement</b>		
The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.		
<b>Position Description</b>		
This is the staff specialist level of the series responsible for independently performing the most complex and difficult engineering workload which is demonstrably above the journey level in Headquarters and regional settings. Incumbents may report to Supervising Hazardous Substances Engineers II or higher supervisory and management levels within DTSC. Incumbents may act as project managers on the most difficult or complex projects; review technical work products of lower-level staff; act as mentor to new staff and as technical and program consultants to all levels of the Department and external entities or individuals. Incumbents may act as lead persons in line program units, or on assigned projects, studies, or task forces. Incumbents may also be assigned statewide responsibility for the development of engineering protocol, research studies, and related programs; participate in or be assigned responsibility for making policy recommendations, strategic planning, regulation, and legislation development in major program areas requiring engineering expertise above the full journey level.		

<b>Essential Functions (Including percentage of time)</b>	
30%	Incumbents at all levels have responsibility for performing or supervising hazardous substances management engineering work including: enforce State and Federal hazardous substances management laws and regulations; make surveys, inspections, and reports on hazardous substances management; review and verify the conformance of engineering drawings, plans, and specifications in connection with permit applications and clean up plans; conduct site inspections; review design work, make calculations, or use mass balances to verify the adequacy of hazardous substances management proposals; review liner designs for RCRA land fills, surface impoundments, or CERCLA sites; consult with management, professional, and technical personnel regarding methods and location for hazardous substances handling, processing, disposal, and resource recovery systems for the protection of the public health, air, water, and land from pollution; prepare reports or recommendations on permit applications for the construction of hazardous substances disposal sites; direct, plan, conduct, and participate in research projects for development of new or modified methods for the treatment of hazardous substances to prevent objectionable pollution and unsanitary environmental conditions, in particular those projects concerned with the reduction, effective use, or decontamination of hazardous waste products excluding solely radioactive or uncontained gaseous waste; provide consultative and technical assistance to State and local agencies in the development and operation of hazardous substances management and resource recovery facilities.
30%	Investigate complaints regarding hazardous substances disposal conditions and make appropriate recommendations for prevention and abatement; assist in developing a State policy for hazardous substances management and for resources recovery; provide appropriate surveillance of hazardous substances processing and disposal practices in the State; advise local authorities on the application of State regulations governing hazardous substances management; advise and consult with community leaders and groups, local health departments, and other interested groups on hazardous substances management engineering projects and improvements including their successful development; enforce the State hazardous substances management laws and regulations; gather pertinent information for court cases and give testimony; address interested groups on hazardous substances management engineering matters; assist in drafting, reviewing, and implementing hazardous substances laws and regulations; prepare reports; and perform other related duties. Incumbents may consult with departmental scientists and engineering geologists regarding scientific and geological elements of assigned responsibilities. Incumbents may be consulted by scientists and engineering geologists on engineering issues (e.g., environmental, chemical, civil, and waste management). Incumbents may also act as project managers on permit, enforcement, or cleanup projects and coordinate departmental staff and other resources to ensure timely completion of project milestones. Incumbents may also review, evaluate, and oversee the performance of work elements or products completed by contractors and other local, State, or Federal agencies. Incumbents are also responsible for assessing potential exposure to hazardous substances and selecting appropriate safety and sampling equipment.
30%	Knowledge of Hazardous substances management and/or public health engineering principles and practices; treatment and disposal methods of hazardous waste; programs for resource recovery; hazardous substances management facilities engineering design, construction, and operation processes; hazardous substances disposal systems and resource recovery processes; public health and hazardous substances management engineering principles, practices, and administrative procedures; State laws pertaining to public health and hazardous substances management engineering in California; hazardous substances management facilities design and construction; the major DTSC program areas; State and Federal regulations such as CEQA, RCRA, CERCLA, CAA, CWA, and the TSCA; project management methods and techniques; hazardous substances disposal systems, detoxification, and purification processes; resource recovery processes and hazardous substances management programs. Review, check, and interpret hazardous substances management engineering plans, estimates, and specifications; evaluate findings and make recommendations for the elimination or control of unsanitary or hazardous conditions; establish and maintain cooperative relationships with those contacted in the course of work; communicate effectively; analyze situations accurately and adopt an effective course of action; interpret laws, rules, and regulations pertaining to public health and hazardous substances management engineering in California; interpret major hazardous substances management engineering plans, engineering elements of hazardous waste permit applications, facility closure and site cleanup plans, and estimates and specifications.

5%	Administrative Duties: Performs administrative duties including, but not limited to adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.
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**Marginal Functions (Including percentage of time):**

5%	Other Related Duties: Performs other related duties as assigned including, but not limited to: provides response to information requests and correspondence from internal and external customers including inquiries from the public and contractors relating to contracts and solicitations; prepares responses to requests for information from management, program, and contractors; reviews and analyzes proposed legislation and advises management on the potential impact; serves as lead for complex analytical projects; and represents DTSC as a technical expert in multi-departmental projects.
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**Typical Physical Conditions/Demands:**

The job requires extensive use of a company computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. The incumbent must be able to use a fax, multi-function copier, and other office equipment. The position requires walking—sometimes outdoors in inclement weather, bending and stooping, occasional lifting, grasping, reaching, pulling, and pushing.