

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

RPA Number:	Classification Title: Hazardous Substances Engineer	Position Number: 810-xxx-3726-xxx
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Multiple Divisions	Section/Unit: Various Units	Reporting Location: Multiple Locations
Supervisor's Name:	Supervisor's Classification:	CBID: R09
Confidential Designation: <input checked="" type="checkbox"/> Yes <input 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		

Human Resources Use Only:		
HR Analyst Approval		
HR Analyst Name	HR Analyst Signature	Date
General Statement		
<p>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.</p>		
Equity Statement		
<p>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.</p>		
Position Description		
<p>This is the entry, working, and journey level in the series. Under close supervision, incumbents assigned to Range A perform less difficult engineering work of the Department. Incumbents will advance to Range B as competence and performance increase. Range C is the working and journey level of the series. Incumbents will advance to Range D when they acquire the professional engineering registration. Under supervision, incumbents perform average to difficult engineering work in connection with hazardous waste management engineering, pollution reduction technology development, and resource recovery. Incumbents may act as project managers on the least to more complex projects or be assigned staff specialist responsibilities in support of project managers or other technical or programmatic functions. This level may also act as mentor to new staff and may be used in a lead capacity over other Hazardous Substances Engineers or other professional or technical employees.</p>		

Essential Functions (Including percentage of time)	
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. 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.
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.

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.
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.	