



Classification: Engineering Geologist
 Position Number: 880-550-3756-046

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-550-202	Classification Title: Engineering Geologist	Position Number: 880-550-3756-046
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: Division of Financial Assistance, UST Cleanup Fund Branch		Section/Unit: Hydrogeology & Engineering Section, Technical Unit III
Supervisor's Name: Vacant		Supervisor's Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement	
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.	
Position Description	
The Engineering Geologist works independently in a fast-paced, productive, and cooperative environment performing analysis and review of complex technical documents and information related to planning, management, and implementation of water quality protection and contaminated site cleanup projects. The incumbent is responsible for providing timely and professional assistance to the public, stakeholders, internal staff, and external agencies by various methods of communication.	
Essential Functions (Including percentage of time):	
35%	Prepare Review Summary Reports based on the Low-Threat Underground Storage Tank Case Closure Policy Checklist, Path to Closure Plan, and other information in GeoTracker. Participate in meetings to discuss technical, hydrogeologic, and regulatory aspects of UST projects and identify impediments to case closure.



20%	Review and evaluate reimbursement requests, and make determinations about whether submitted costs are reasonable and necessary with respect to geologic assessment or remediation principles, applicable cost guidelines and regulations and, therefore, eligible for reimbursement. Prepare project budget documents and provide programmatic, technical, and geologic consultation to upper management on matters relating to requests for appeal, petitions for review, and complex or problematic site conditions.
15%	Perform technical evaluation of work performed to date and identify technical and regulatory impediments to case closure. Review technical documents including workplans, monitoring reports, feasibility studies, corrective action plans and remediation reports, evaluate data relative to project goals, and provide technical input to regulators and consultants.
10%	Develop and evaluate the conceptual site model (CSM) of each site with an unauthorized contaminant release based on information provided in GeoTracker. Use the CSM to delineate unauthorized contaminant releases to soil and groundwater, appropriateness of groundwater monitoring networks, reasonableness of remedial design, and operational effectiveness of soil and groundwater remediation systems.
10%	Provide information to applicants and prospective applicants regarding the program requirements and opportunities for funding. Provide programmatic, regulatory, technical, and hydrogeologic consultation on investigation and remediation methods, project budgets, and schedules related to grant funding. Prepare written recommendations for project approval and funding for upper management. Perform technical review of progress reports and invoices, track milestones and deliverables. Provide technical assistance to analysts to complete invoice processing.

Marginal Functions (Including percentage of time):

5%	Facilitate CSM and Joint Execution Team meetings with regulatory agencies and key stakeholders to discuss technical, hydrogeologic, and regulatory aspects of existing and proposed projects. Establish path to closure including scope, schedule and budget, track progress and regularly communicate with stakeholders. Evaluate proposed multiyear budgets; determine if proposed work is reasonable and necessary; review and evaluate reimbursement requests.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.



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Typical Working Conditions:
The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date

Employee Statement
I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.
<i>*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)</i>

Do you need a reasonable accommodation to perform the essential functions of this position?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Employee Name	Employee Signature	Date