



Classification: Engineering Geologist
 Position Number: 880-190-3756-011

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: N/A	Classification Title: Engineering Geologist	Position Number: 880-190-3756-011
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: April 2024
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: California Regional Water Quality Control Board, San Diego Region (9)		Section/Unit: Site Restoration and Groundwater Protection Branch / Site Restoration and Waste Management Unit
Supervisor's Name: Amy Grove		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 Engineering Geologist 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 is responsible for managing a caseload of complex projects within the Site Restoration and Waste Management Unit. Consistently develop high-quality work products, and provide timely and professional customer service to management, colleagues, and the public. Participate in both internal and external training to expand their knowledge of the policies, procedures, and the regulations applicable to the regulatory programs administered by the Site Restoration and Groundwater Protection Branch. Acts on behalf of the Senior Engineering Geologist in their absence and represents the San Diego Water Board concerning Board activities.



Essential Functions (Including percentage of time):	
40%	Provide engineering geology review and evaluation of applications, technical reports, environmental documents, and projects. Apply engineering geology methods and principles in performing activities related to preparation or review of waste discharge requirements, water reclamation requirements and other documents. Review and evaluate reports of waste discharge, technical reports, and environmental documents submitted by the discharger or project applicant, assure consistency with relevant water quality plans and policies and compliance with applicable laws and regulations. Working collaboratively with other staff, prepare waste discharge requirements and other tentative orders and their supporting documentation for adoption by the San Diego Water Board.
15%	Provide engineering geology review and evaluation of technical reports in matters related to a variety of enforcement projects of average to high complexity. Apply engineering geology methods and principles in responding to illegal waste discharges to the lands and waters of the State, toxic and hazardous materials pollution, and other sources of pollution. Interpret water quality data and other information to determine whether violations have occurred, then recommend and follow through on appropriate courses of action. Assess compliance through various means including review and interpretation of waste discharge requirements, monitoring reports, and other technical reports, compliance inspections, citizen complaints, notifications from other environmental agencies and case file reviews. Provide compliance assistance through guidance, public education and outreach. Prepare violation notices, enforcement orders and supporting documentation for San Diego Water Board adoption or review. Provide regulatory oversight of landfill, compost, cleanup and other projects to obtain compliance with San Diego Water Board orders and State and federal water quality laws, policies and regulations.
15%	Apply engineering geology methods and principles in performing a variety of duties related to site inspections, field investigations, collection of water and waste samples from specific locations and sources. Work activities include oversight of field investigations and studies at sites where wastes, including toxic and hazardous waste, and materials are discharged, stored, or treated. Prepare written reports associated with these investigations. Site investigations may include, but not be limited to, wastewater treatment sites/plants, recycled water use sites, land disposal operations, active/inactive/closed/abandoned landfills, composting operations, underground and above ground storage tank sites, groundwater cleanup sites, sediment cleanup sites, solid or hazardous waste disposal sites, pesticide storage and application sites, nuclear power plants and other industrial sites, construction sites, agricultural operations, commercial sites, and municipal facilities. Field tasks may include collection of samples of water, soil, vapor, air, and sediment contaminated with pollutants, including toxic or hazardous materials, and observing construction/operation/removal of underground storage tanks and monitoring facilities.



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10%	Provide engineering geology consultation to your supervisor and regional board management. Implement the goals of the Underground Storage Tank and Land Disposal programs (Programs) and associated administrative processes. Assist your supervisor with the development of tools to effect work improvements in the Programs and update appropriate databases (e.g., CIWQS, GeoTracker, etc.) regarding your assigned work products. Review and comment on State guidance, draft Orders, and other program documents; and attend Program Manager's Roundtable meetings at the request of your supervisor. Assist your supervisor with the effective coordination of work in the Site Restoration and Waste Management Unit with staff assigned to other regulatory programs at the San Diego Water Board, and identification and scheduling of in-house technical training for San Diego Water Board staff.
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Marginal Functions (Including percentage of time):

5%	Provide engineering geology review and evaluation of technical reports on complex or less complex projects related to water quality planning and assessment. Apply engineering geology methods and principles in analyzing and evaluating water quality data and the potential effects of pollutants and water diversions on water quality and beneficial uses. Design and/or oversee monitoring and investigative studies to evaluate water quality and adequacy of existing policies or programs. Review, interpret, and implement applicable water quality planning laws, regulations, and programs.
5%	Perform contract work activities related to projects funded through various funding sources including Request for Proposal preparation, evaluation of proposals, preparation of contracts, and project control schedules. Provide consultation to contractors developing work products, review progress of contractors in accordance with budgets, control schedules, and review and evaluate contractor work products.
5%	Participate and communicate effectively in meetings with technical consultants, other representatives of dischargers, governmental agencies, news media, and the public. Responsibilities include using engineering geologic knowledge and judgement to clarify and interpret San Diego Water Board policies and objectives. Prepare for and make logical, clear, and convincing written and oral presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, and other federal, state, and local agencies.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, use 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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, transport more than 50 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The Engineering Geologist works on the 2nd floor of a low-rise office building in San Diego, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year when the Unit is assigned time-critical tasks. Travel may be required locally and within the state.



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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*.

Employee Name	Employee Signature	Date