



Classification: Senior Engineering Geologist  
(Supervisory)  
Position Number: 800-155-3751-007

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 25-155-001	<b>Classification Title:</b> Senior Engineering Geologist (Supervisory)	<b>Position Number:</b> 800-155-3751-007
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Senior Engineering Geologist (Supervisory)	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> S09
<b>Division/Office:</b> Central Valley Regional Water Quality Control Board/Fresno		<b>Section/Unit:</b> Oil Fields/Oil Field Unit II
<b>Supervisor's Name:</b> Alex Olsen		<b>Supervisor's Classification:</b> Supervising Engineering Geologist

### Human Resources Use Only:

HR Analyst Approval: *Debra Fisher-Liu*

Date: 07/15/2025

### General Statement

Under the general direction of the 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.

### Position Description

The incumbent is the first line supervisor of staff in Oil Field Unit II. The incumbent provides a wide latitude of responsibility regarding technical and supervisory judgments and decisions while directing, supervising, and completing work assignments of staff in Oil Field Unit II. The incumbent will also represent the Board and be responsible for conducting meetings with dischargers, engineers and technical staff from other state and federal agencies, local governments, and dischargers or their representatives regarding assigned sites and programs.



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**Essential Functions (Including percentage of time):**

40%	Utilize specialized hydrogeologic and engineering geology experience to exercise a wide latitude of responsibility regarding technical and supervisory judgments and decisions while directing, supervising, and completing work assignments of the Oil Field Unit II. Develop work plans, goals, and objectives: assign projects, establish priorities, and submit schedules; track the progress of projects and report deadlines according to schedule, set clear performance expectations and provide constructive feedback; monitor work performance, behavior, activities, and work results of subordinates; identify training needs of employees to assure proper professional development; mentor, coach, and provide interpretation and guidance to subordinates on correct procedural, technical, policy, and legal requirements of regulatory programs.
30%	Provide specialized environmental geologic engineering expertise to other office technical staff and supervisors. Provide technical and professional quality review of studies and critiques that subordinates conduct concerning hydrogeologic reports and work plans, groundwater and surface water monitoring information: preparation of waste discharge requirements, enforcement documents, and oral public presentations; and interpretation of information on the lateral and vertical extent of soil, groundwater, and surface water impacts. As required, plan and direct investigations of water quality conditions, and oversee the preparation of water quality surveys and technical reports on individual dischargers.
15%	Conduct meetings with dischargers, engineers and technical staff from other state and federal agencies, local governments, and dischargers or their representatives regarding assigned sites and programs. Participate in roundtable meetings, regional program meetings, Regional Water Board meetings, and public informational events concerning assigned programs and sites. Use hydrogeologic and geologic engineering, organizational knowledge, and professional judgment to clarify and convey requirements of State and Regional Water Board policies.

**Marginal Functions (Including percentage of time):**

10%	Complete employee appraisals timely and accurately. Assist management in recruitment and selection of new employees: recognition and promotion of qualified employees; timely and effective disciplinary action when appropriate; and achievement of work force diversity and a discrimination free workplace.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**



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The job requires extensive use of a personal computer and the ability to sit/stand at 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. There will be periodic field events which require operating a motor vehicle, the navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, and standing/sitting for long periods of time.

**Typical Working Conditions:**

The incumbent works in a single-story office building in Fresno and may also work in an alternate remote work location designated in an approved Telework Agreement. Smoking is not allowed in the office building. The incumbent's office workspace is an enclosed, non-windowed office or cubicle. An approved alternate remote work location shall be distraction-free and ergonomically suitable. The incumbent communicates daily with staff, stakeholders, and the public and occasionally with contentious persons. The work schedule is Monday through Friday. Travel may be required within the state and rarely includes overnight stays.

For personal safety, office safety, and professionalism, stays up to date with work related and required training, including but not limited to defensive driving, harassment prevention, OSHA Hazardous Waste and Emergency Response (HAZWOPER) certifications, and licenses.

**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 Name	Employee Signature	Date