



Classification: Senior Engineering Geologist (Sup)  
Position Number: 880-180-3751-003

## DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

<b>RPA Number:</b> 24-180-071	<b>Classification Title:</b> Senior Engineering Geologist (Supervisory)	<b>Position Number:</b> 880-180-3751-003
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Senior Engineering Geologist - Supervisor	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> S09
<b>Division/Office:</b> CA Regional Water Quality Control Board, Santa Ana Region – Region 8 (R8)		<b>Section/Unit:</b> Underground Storage Tank and Site Cleanup Program Section
<b>Supervisor's Name:</b> Alan Kuoch		<b>Supervisor's Classification:</b> Supervising Engineering Geologist, Groundwater Protection Branch Manager

### Human Resources Use Only:

**HR Analyst Approval:** *Nina Lopez*

**Date:** 08/05/2025

### General Statement

Under the direction of a 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 Senior Engineering Geologist (Supervisory) uses geologic and engineering expertise and management skills to perform the supervisory duties of the Underground Storage Tank (UST) and Site Cleanup Program (SCP) section. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

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

40%	Directly supervise multi-disciplinary technical staff to implement Water Board UST Program and Policies. Oversee staff activities, including: management of environmental site investigations to identify potential sources of petroleum and other contaminants (e.g. volatile organic compounds, per- and polyfluoroalkyl substances [pfas]) in impacted media; review of engineering plans, specifications and other documentation related to remediation system design, construction, operation and maintenance; assessment of performance of remediation systems; and correspondence on submitted engineering and geotechnical reports, proposals and data related to the investigation and cleanup of USTs and other contaminated sites. Represent the Santa Ana Water Board before other boards, agencies and groups, and at high level conferences and meetings related to policy and regulatory matters for the UST/SCP Section.
30%	Provide direction, set unit expectations, mentor staff, and prepare staff evaluations. Perform review and evaluation regarding the quality and completeness of staff work, including but not limited to: correspondence, documentation developed by technical staff to address releases of pollutants to soil and groundwater; and remedial system designs to protect groundwater and surface water bodies from contaminant migration. Ensure that remediation activities, including cleanup activities by the responsible parties, conform with approved work plans. Request and promote training that will assist staff in performing their job duties. Work with staff to ensure that all necessary personal protection equipment and training are available for field inspectors, and health and safety protocols are promoted and executed.
20%	Conduct and participate in numerous and complex project meetings with technical staff, representatives of dischargers (such as engineers, geologists, toxicologists and attorneys), including public and private entities, and other governmental agencies. Collaborate to find solutions. Listen and respond to comments and concerns. Keep records and follow up by directing staff and completing the discourse with the meeting attendees in subsequent consultations.

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

5%	Assist with responses to public inquiries such as California Public Records Act requests, federal Freedom of Information Act requests, and information requests from environmental consultants, in a timely and professional manner, by compiling the information and communicating by telephone, email or written correspondence.
5%	Perform other duties as required.



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**Typical Physical Conditions/Demands:**

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. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works on the 5th floor of a high-rise office building in downtown Riverside, in an enclosed, non-windowed 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 end closing process or when the department is mission tasked. Travel may be required locally and within the state.

**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