

☒ CURRENT ☐ PROPOSED

POSITION INFORMATION	
NAME Vacant	MCR I
CLASSIFICATION Engineer, Civil	POSITION NUMBER 538-600-3130-XXX
WORKING TITLE Civil Engineer	DIVISION/UNIT Division of Mine Reclamation/SMARA Technical Unit
EFFECTIVE DATE TBD	LOCATION Sacramento
BARGAINING UNIT R09	CONFLICT OF INTEREST DESIGNATION 3, 7

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☒ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☒ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT:

Under the direction of the Senior Engineering Geologist, the incumbent functions as a Civil Engineer within the SMARA Technical Unit. The incumbent is responsible for all civil engineering aspects of DMR's Surface Mine and Reclamation Act (SMARA) activities. The incumbent will independently perform or provide direction related to activities associated with the regulatory oversight of mineral resources. The incumbent is expected to review engineering reports, maintain the administrative record, and conduct field inspections to determine compliance with State mining law. The incumbent must have technical knowledge relative to civil engineering projects and proficiency in performing peer review. The incumbent provides comment on the adequacy of SMARA technical documents and therefore must have a thorough understanding of state mining laws. This position assumes professional responsibility and accountability requiring initiative, skill, and judgment of investigations, design of professional engineering work, and the direct engineering control of such projects. The incumbent performs less difficult civil engineering work in the practice of professional engineering related to DMR's services. The position entails maintaining professional collaborative relationships and strong communication skills, both written and oral, and data management capabilities. The incumbent performs work duties at the journey level. Duties include, but are not limited to:

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Review and Comment on Submittals Conduct reviews of reclamation and remediation plans, as well as financial assurance cost estimates (FACE) for compliance with state mining laws. Reclamation and remediation plan review consists of professional evaluation and assessment of civil engineering, surveying, geologic, hydrologic, and geotechnical reports. FACE review includes evaluating existing site conditions against the approved reclamation plan and determining if the proposed FACE is adequate to achieve required reclamation. Review and prepare comments on these and other submittals for compliance with the minimum standards of SMARA and the lead agency's local mining ordinances. Present findings, conclusions, and recommendations on SMARA technical documents to lead agency representatives, division and department management, and the State Mining and Geology Board. Develop and maintain professional and cooperative working relationships with, and provide timely responses to internal and external partners and stakeholders.
30%	Compliance Support and Enforcement Collaborate with SMARA partners to achieve compliance and conducting enforcement when necessary. Consult with federal, state, and local agencies and mine operators and professional communication with third parties, including extensive contact with public and private entities. Provide information to operators, the public, and other stakeholders regarding State statutes, regulations, policies, and procedures and prepare, review, and issue correspondence to lead agencies and/or operators in the form of 30-Day Notices, Notices of Violations, or Orders to Comply. Use of independent judgement to identify and protect confidential documents and build and maintain administrative records within assigned jurisdictions. Compile statistics on lead agency compliance and administration of SMARA on a periodic or as-needed basis.
20%	Projects Assist in developing and revising internal processes and procedures for review of reclamation plans, financial assurance cost estimates, and other services the division offers. Assist with research, development, and implementation of emerging technologies to improve compliance with the minimum standards of SMARA. Participate and presents information in training workshops for lead agencies, consultants, and mine operators on conducting surface mine inspections. Assist with special projects associated with division priorities.
10%	Inspections Conduct on-site inspections of proposed and existing surface mining operations for compliance with the approved reclamation plan and the minimum standards of SMARA. Utilize measurement and data collection tools such as a camera, clinometer, GPS, pocket transit (Brunton compass), range finder, and tape measure to document site conditions. Develop and prepare reports and correspondence based upon observation, measurement, and evaluation of data collected from the field. Information gathered during an inspection may be used to determine compliance with the approved or proposed reclamation plan and the minimum standards of SMARA. Prepare correspondence related to potential compliance actions and present findings and recommendations to Department management or the State Mining and Geology Board.

POSITION DUTY STATEMENT

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administrative Perform personal administrative duties including, but not limited to: adhering to Department policies, rules, and procedures; in a timely and appropriate manner submit requests including leave, compensation time/overtime, travel, and training; accurately report time in the Daily Log system (e.g., Tempo) and submit timesheets by the due date.
5%	Miscellaneous Serve on committees, participate in user groups, assist in public outreach activities, assist with training of new personnel, oversee special programs, and take required classes and training. Attend staff or division-wide meetings. May be required to present timely information (e.g., new procedures, safety issues, etc.) at staff meetings.

SUPERVISION RECEIVED:

The incumbent reports to and receives most assignments from the Senior Engineering Geologist. However, the incumbent may also receive and collaborate on projects with Division unit managers/supervisors.

SUPERVISION EXERCISED:

NONE

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

NONE

PERSONAL CONTACTS:

The incumbent has frequent contact with other division staff; federal, state, and local agencies; operators; contractors and consultants working for the operators; and members of the public. In the field, the incumbent is often the only State representative on-site and should be comfortable dealing with varied personalities and environments. The incumbent may often travel to or through remote or highly urbanized locations, including economically impacted areas. Personal contacts regarding laws, rules, regulations, and policies may be made in person or via written correspondence, telephone, or email.

ACTIONS AND CONSEQUENCES:

The consequences of error in failing in or inadequately performing the duties of the position may range from financial loss and impairment of the value of natural resources for leaseholders, operators, and the State of California, to endangerment of the safety, health, and life of division employees, operator, and contractor employees, and the public, now or in the future. The magnitude of such consequences of error may range from low to significant or critical.

CONDUCT AND ATTENDANCE EXPECTATIONS:

The incumbent shall possess the general qualifications of the position and perform their duties with integrity, dependability, accuracy, and the ability to work cooperatively with others. Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

POSITION DUTY STATEMENT

The incumbent shall also possess:

Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
OCCASIONALLY	- Working conditions will be in office environment (via telework or in an office building). - Necessary in-office and/or telework activities include the following: occasional working in a high- rise building under non-natural lighting; sitting at a desk during core office hours in front of a keyboard and monitor for prolonged periods of time; moving about the office and standing or sitting during in-person meetings; bending and stooping to retrieve and replace files and records and using a cellphone with or without a headset. - Physical Requirements: The ability to communicate effectively, and the ability to work various office appliances.
FREQUENTLY	- Requires local and overnight travel to remote locations by on and/or off-road driving and/or air travel. Potential exposure to physical, vector, and biological hazards such as sun exposure, water (streams and reservoirs), trips, falls, insect or snake bites, poison oak, etc. - Additional physical hazards at surface mining operations include heavy equipment traffic, industrial machinery, noise, dust, and rock fall. - Travel via private or public transportation (i.e., driving an automobile, airplane, etc.), including overnight travel inside California, may be required. - Travel on and off the road, day and night, and sometimes in inclement weather. - Performing field inspections, the incumbent may be exposed to hazardous environments and may be required to wear or carry personal protective equipment such as steel- toed work boots, a hard hat, safety eyewear, earwear, and gloves. - Walking up to two miles or more on uneven and/or steep terrain, maintaining awareness of surroundings and potential hazards. - Standing for prolonged periods of time may be necessary. - Reaching above and below shoulder level.

POSITION DUTY STATEMENT

The duties of this position are subject to change and may be revised as needed or required. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
------------------------------	---------------------------	-------------

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
--------------------------------	-----------------------------	-------------