



### DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: 25-140	Classification Title: Senior Waste Management Engineer	Position Number: 835-803-3790-001
Incumbent Name:	Working Title:	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month:
Division/Office: WPCMD/ESB	Section/Unit: Closure and Technical Services Section	Reporting Location: Sacramento
Supervisor's Name: Wes Mindermann	Supervisor's Classification: Supervising Waste Management Engineer	CBID: S09
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory		

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

#### General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

#### Position Description:

Under general direction of the Branch Chief, the Senior Waste Management Engineer (Supervisory) of the Engineering Support Branches Closure and Technical Support Section is responsible for reviewing and approving closure and postclosure maintenance plans, corrective action plans, remediation plans, landfill gas monitoring and control plans, and postclosure land use proposals; providing technical assistance to other CalRecycle Divisions, Branches, and Sections and local enforcement agencies (LEAs); overseeing closure, postclosure maintenance, and remediation of closed sites; and assisting



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LEAs with compliance. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. Essential and marginal functions are described below.

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

- 50% Provides first line supervision for implementation of Closure and Technical Support Program. Organizes, plans, and directs staff activities, ensuring the consistency of technical and engineering reviews including, but not limited to: review and coordination of review of closure and postclosure maintenance plans, corrective action plans, landfill gas monitoring and remediation plans, and of postclosure land uses; oversight of owner-funded remediation actions, including landfill gas plans; and assistance to LEAs and CalRecycle staff for closure and engineering design issues. Must be able to occasionally travel (via airplane or car etc.) to conduct State business Overnight travel may be required locally and within the state.
- 25% Provides responsible charge of work in accordance with the Business and Professions Code including independent control and direction by use of initiative, skill, and independent judgment of the investigation, design, or review of professional engineering work in the above program areas.
- 15% Monitors and evaluates program performance and objectives using Public Resource Code, State and Federal regulations and timeline requirements, and Department policies, including Strategic Directives. Makes oral presentations and written reports to Executive Staff and stakeholders on solid waste issues.
- 5% Provides support to the Program Director, Division Chiefs, and Branch Managers in the formulation, analysis, and amendment of policies, procedures, and legislation affecting program activities.

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

- 5% Update of CalRecycle databases and filing systems.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hiking short to moderate distances during site visits. Additional physical traits necessary for occasional field work include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.

The job requires you to read, prepare, review, and inspect a variety of hard-copy and electronic documents and records that contain technical information, often via e-mail. This includes preparing briefing memos and managing databases.



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The job requires you to engage in internal and public meetings with staff, management, executives, elected officials, local government officials, industry representatives, and the general public. You must be able to engage in conferences, workshops, and phone conversations to provide laws, regulations, policies, inspections, investigations, advice, assistance, training, and direction to these parties. You must maintain a valid driver’s license and the ability to travel (i.e. vehicle and airplane etc.) to conduct state business.

**Typical Working Conditions:**

This position may be eligible for hybrid telework under Government Code section 14200 for eligible applicants residing in California, subject to the candidate meeting eligibility set forth in the CalEPA telework policy and/or future program need. Employees not residing in California are not eligible for telework. Regardless of telework eligibility, all employees may be required to report to the position’s designated headquarters location in Sacramento, at their own expense. The EPA headquarters building offices in downtown Sacramento are well-lit, enclosed, non-windowed office cubicles in a smoke-free environment.

The 40-hour work week schedule is typically dayshift, Monday through Friday. Office and field work includes, on a regular basis, writing and reviewing inspection reports and notices, contact with the regulated community by way of in-person, phone and video conferencing, preparation and review of other documents and internet research. Overnight travel may be required locally and within the state. The job occasionally requires you to perform field inspections, hear vehicles and alarms or other audible signals of possible risk.

**Special Requirements of Position (Check all that apply):**

- Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- Duties require participation in the DMV Pull Notice Program.
- Performs other duties requiring high physical demand. (Explain below)
- Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- Other (Explain below)

**Explanation:**

Must have and maintain a valid California Driver’s License.

Must have and maintain a REAL ID (compliant license or acceptable alternative form of identification) to be able to pass through TSA security checkpoints for required domestic flying.

Must be able to occasionally travel (via airplane or car etc.) to conduct State business. The position may occasionally require walking on rough, poorly or non-paved roads/terrain or hiking short to moderate distances during site visits. Additional physical traits necessary for occasional field work



State of California

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CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery  
AFITS/Human Resources Section

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include sufficient manual dexterity to take notes with pen/pencil, bend, stoop, kneel, and sit or stand for extended periods of time.



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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 with 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\*.

*\*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.)*

Employee Name	Employee Signature	Date