



Classification: Senior Engineering Geologist
 Position Number: 880-130-3751-109

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-130-041	Classification Title: Senior Engineering Geologist	Position Number: 880-130-3751-109
Incumbent Name: Vacant	Working Title: Senior Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Central Coast Regional Water Quality Control Board, Region 3		Section/Unit: Site Cleanup Program/Underground Storage Tank
Supervisor's Name: Greg Bishop		Supervisor's Classification: Supervising Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval: Danielle Klemencic	Date: 4/24/2026

General Statement
Under the general 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 Senior 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 Senior Engineering Geologist is responsible for supervising, coaching, and mentoring staff and for directing and reviewing the work of staff in the Site Cleanup Program (SCP) unit. The Senior Engineering Geologist is responsible for communicating the Central Coast Water Board's vision, mission, and values to program staff, setting program priorities and expectations, and allocating resources accordingly.
Essential Functions (Including percentage of time):



<p>30%</p>	<p><u>Program Management</u>: Supervise, direct, and review the work of staff in the Site Cleanup Program and provide day-to-day guidance and leadership including coaching, mentoring, and communicating the Central Coast Water Board’s mission, vision, values, and task alignment to program staff. Manage program workload and staff resources by setting program priorities and expectations and allocating staff resources accordingly.</p> <p>Prepare program work plans, priorities, and budgets; accurate and complete documentation in the form of memos, correspondence, staff and technical reports; interpret and apply laws, policies, regulations, and requirements pertaining to the Board; and follow approved Board office and program procedures. Manage the cost recovery program and SB 445 program, including accurate time tracking and daily log submittal by staff, cost estimate letters, and answering questions related to the cost recovery program. Set priorities and define procedures for cleanup program and supervisors also working in the SCP. Responsible for hiring cleanup program staff.</p> <p>Supervise the preparation of technical documents and presentations for public outreach and Water Board adoption hearings and assist staff with development of stakeholder outreach skills.</p>
<p>30%</p>	<p><u>Technical Review</u>: Lead cleanup program staff in implementing technical work aligned with organizational and program priorities. Direct, plan, review, and coordinate staff activities relating to the SCP, Underground Storage Tank (UST) Program, and Site Cleanup Subaccount Program. Supervise staff activities including environmental site investigations to identify potential sources of soil, soil vapor, and groundwater pollution. Assess compliance with waste operation, disposal, and cleanup facilities. Act as program and project manager overseeing staff management case assignments, evaluations, and correspondence on submitted geologic and geotechnical reports, proposals, and data related to the investigation and cleanup of sites. Advise and evaluate the quality and completeness of staff work, including but not limited to, reviewing documentation developed by technical staff regarding compliance with groundwater contamination and chemical storage/use to address releases of pollutant to soil and groundwater. This includes review of remedial system designs to protect groundwater and surface water bodies from contaminant migration. Perform hydrogeology duties related to implementation of Federal and State laws, regulations, and policies related to environmental programs.</p>



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20%	<p>Public Participation and Customer Service: Coordinate with other Central Coast Water Board program managers to ensure and facilitate cross-program awareness and learning for program staff. Represent the Central Coast Water Board on statewide and regional issues and coordinate the Region's activities with the State Water Board, United States Environmental Protection Agency (EPA), dischargers, stakeholders, and other regions and agencies. Participate in program roundtables and other statewide program forums. Represent the Central Coast Water Board at meetings of public agencies and community meetings, respond to public inquiries, respond to file review requests, participate at regional conferences, and promote outreach on water quality.</p>
10%	<p>Prepare, revise annually, and report regularly on the Region's Site Cleanup Program work plan. Manage, track, and report on personnel budgets, including allocations to staff in other units and/or programs. Perform work plan task tracking to ensure timely completion of work commitments. Regularly report to your direct supervisor on work plan project status and performance metrics, priority topics. Oversee, facilitate, and provide technical and policy advice related to the cleanup programs.</p>
5%	<p>Responsible for staff recruitment, hiring, and retention including staff development of individual work plans (or similar professional development plans) and performance evaluations.</p>
<p>Marginal Functions (Including percentage of time):</p>	
5%	<p>Perform other duties as required.</p>
<p>Typical Physical Conditions/Demands:</p>	
<p>The job requires extensive use of a personal computer at a desk, utilize a phone, and typing on a keyboard for extended periods of time. Ability to move 15 pounds, retrieve files and/or documents.</p>	
<p>Typical Working Conditions:</p>	
<p>The Senior Engineering Geologist works on the 1st and 2nd floor of an office building in San Luis Obispo. The Office has elevator access to the 2nd floor. The office is climate controlled and is a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the department is mission tasked. Travel may be required locally and within the state.</p>	



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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 Name	Employee Signature	Date