



Classification: Engineering Geologist
 Position Number: 880-150-3756-060

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 25-150-077 | Classification Title: Engineering Geologist | Position Number: 880-150-3756-060 |
| Incumbent Name: Vacant | Working Title: Engineering Geologist | Effective Date: TBD |
| Tenure: Permanent | Time Base: Full-Time | CBID: R09 |
| Division/Office: Central Valley Regional Water Quality Control Board/Rancho Cordova | | Section/Unit: Storage Tanks/Underground Storage Tank Enforcement |
| Supervisor's Name: Galvin Kauffman | | Supervisor's Classification: Senior Engineering Geologist (Supervisory) |

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| Human Resources Use Only: | |
| HR Analyst Approval: <i>Debra Fisher-Liu</i> | Date: 05/26/2026 |

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| General Statement |
| Under the close supervision of a Senior Engineering Geologist (Supervisory) 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 responsible for timely and professional regulatory oversight of investigation and cleanup of wastes that caused or may cause a risk to human health, the environment, and/or waters of the state. The incumbent is required to work independently, communicate effectively, manage multiple tasks, collaborate with stakeholders, and assist other units and staff as necessary. |



Essential Functions (Including percentage of time):

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| 30% | Use geologic knowledge and technical expertise to evaluate investigations and cleanups of contaminated properties under the Leaking Underground Storage Tank program, the Site Cleanup Program, and the Department of Defense cleanup program. Apply the Board's regulations, policies, plans, guidelines, and expectations. Provide regulatory oversight of cases by prioritizing casework based on human health and environmental risks and in accordance with State and Regional Water Board racial equity resolutions. Evaluate professional documents including, but not limited to work plans, hydrogeologic investigation reports, groundwater and soil vapor monitoring reports, feasibility study plans and reports, remediation and cleanup plan designs, remediation system operation and maintenance reports, mitigation plans, institutional controls, risk assessments, laboratory reports, and case closure requests. Clearly communicate on the phone and in writing to complete tasks. |
| 30% | Use Microsoft Office Suite to write technically justified response documents including, but not limited to emails, staff letters, staff directives, code enforcement orders, cost recovery agreements, waste discharge requirements, land use covenants, technical memorandums, and presentations. Communicate and collaborate with other staff and managers both in-person and online to complete the response documents through program and administrative processes. Use geological knowledge to create graphs, figures, and tables of data to support case evaluation. |
| 20% | Attend meetings in-person and online about cases, programs, and administrative processes. Maintain publicly available, accurate, and complete records of cases in the office paper file, on the internal server, on cloud platforms, and in the GeoTracker database. Coordinate with responsible parties, dischargers, consultants, property owners and occupants, the public, and other government agencies about the cases. Clearly communicate case information, by preparing and presenting technical and non-technical memorandums, fact sheets, maps, graphs, and other visual aids for in-person and online presentations and for written correspondence. |
| 10% | Conduct site inspections, collect samples contaminated with toxic or hazardous chemicals (e.g., surface water, groundwater, wastewater, soil, soil gas/vapor, indoor air, and outdoor air), oversee field activities at hazardous waste sites (e.g., drilling, well construction, well destruction, groundwater sampling, groundwater treatment and disposal facilities, remediation system installation, remediation system operation, remediation under waste discharge requirements, tank removal, and soil excavation), and file reports of these field activities in the case record within one week. |



Marginal Functions (Including percentage of time):

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| 5% | Learn about and offer support to other Board programs to balance varying workloads. Complete occasional administrative tasks including, but not limited to scanning, printing, copying, filing paper and electronic documents, and mailing documents to support the administrative staff. Attend regular safety and professional trainings including, but not limited to, defensive driving, harassment prevention, OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) certifications. Maintain professional licensures and certifications. |
| 5% | Perform other duties as required. |

Typical Physical Conditions/Demands:

The position requires daily use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for the duration of a typical workday. The position requires the ability to transport a laptop to designated workstations. The position requires occasional long drives to project locations throughout the Central Valley. The position requires occasional navigation in and around hazardous waste and construction sites to observe activities in a variety of weather elements including rain, snow, wind, and extreme temperatures. The position requires the ability to carry, lift, and transport samples, containers, and coolers up to 30 pounds.

Typical Working Conditions:

The incumbent works in a non-smoking single-story office building in Rancho Cordova and may also work in an alternate remote work location designated in an approved Telework Agreement. The incumbent's office workspace is an enclosed, non-windowed cubicle that may be shared with other staff. An approved alternate remote work location shall be distraction-free and ergonomically suitable. The incumbent communicates daily with other staff, stakeholders, and the public and occasionally with contentious people. The work schedule is Monday through Friday, unless otherwise approved by management. Overtime is not allowed, unless approved by management. Travel may be required within the state and rarely includes overnight stays.

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.

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| Supervisor Name | Supervisor Signature | Date |
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| Employee Name | Employee Signature | Date |
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