



Classification: Student Assistant (Engineering & Architectural Sciences)
Position Number: 880-120-4871-903

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-120-XXX	Classification Title: Student Assistant (Engineering & Architectural Sciences)	Position Number: 880-120-4871-903
Incumbent Name: Vacant	Working Title: Student Assistant (Engineering & Architectural Sciences)	Effective Date: TBD
Tenure: Temporary	Time Base: Intermittent	CBID: R11
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Groundwater Protection and Waste Containment Division
Supervisor's Name: Jessica Watkins		Supervisor's Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:

HR Analyst Approval: *Rebecca Ramirez*

Date:

General Statement

Under the close supervision of a Supervising Water Resource Control Engineer 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

Working under established Board policies and guidelines, the incumbent will assist groundwater cleanup and protection program staff in a variety of environmental and technical work related to the Board's water quality programs. The primary duties include assisting Board staff in the oversight of cleanup cases in the Site Cleanup Program (SCP), Land Disposal Program (LDP), Department of Defense (DoD) Program, and Underground Storage Tank (UST) Program. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



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Essential Functions (Including percentage of time):

45%	Assist Board staff in the oversight of groundwater cleanup and protection cases in the Site Cleanup Program (SCP), Land Disposal Program (LDP), Department of Defense (DoD) Program, and Underground Storage Tank (UST) Program. Tasks will primarily involve cursory review of technical and engineering reports and work plans, flagging reports that are incomplete or inadequate based on comparison to acceptable parameters, preparing first drafts of letters, checking engineering calculations, especially or vapor mitigation systems, and assisting with field work primarily consisting of site inspections to observe and document site investigation and remediation activities. Manage assigned projects by scoping, planning, tracking, and communicating with external stakeholders, consistent with the supervisor's priorities.
20%	Participate in special projects such as compiling reference data regarding engineering aspects of the cleanup programs; developing databases of potential sites; preparing GIS maps of site locations; analyzing contaminant fate and transport; analyzing effectiveness of remediation programs; evaluating subsurface cross-sections; and supporting cost recovery and billing. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues.
15%	Scan documents and enter project information into GeoTracker, Paperless Office (ECM), CIWQS, and other internal databases.
10%	Provide written correspondence regarding projects via email with external stakeholders, peers, and management. Develop written reports and PowerPoint presentations and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding assigned groundwater cleanup and protection projects.

Marginal Functions (Including percentage of time):

5%	Assist staff with making Microsoft Word documents to be posted on our website accessible to people with disabilities in accordance with State law.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, communicate regularly through Microsoft Teams, and utilize a keyboard for extended periods of time. Ability to lift 15 pounds to retrieve files and/or documents. May be required to navigate uneven, rugged terrain for short periods of time, potentially in extreme temperatures.



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Typical Working Conditions:

The standard work schedule is Monday through Friday. The position is required to report in person to work in the office. 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