

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Engineering Geologist	POSITION NUMBER 538-201-3756-XXX
WORKING TITLE Field and Regulatory Specialist	DIVISION/UNIT California Geologic Energy Management/Geothermal Field Operations
EFFECTIVE DATE	LOCATION
BARGAINING UNIT R09	CONFLICT OF INTEREST DESIGNATION 4

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 Oil and Gas Engineer (Supervisor), the Engineering Geologist will function as a Field Engineer within the Geothermal Program and may support the Alternative Wells program. The incumbent will perform activities associated with the development of natural resources both independently as well as in a team environment. As a Field and Regulatory Specialist, the incumbent is expected to conduct complex field inspections and surveillance of geothermal wells and attendant facilities and leases, and other wells that may potentially be geothermal in nature including idle deserted wells. Complex inspections may include activities related to well construction to final plugging and abandonment and site remediations, warm and hot springs and other geologic features related to geothermal energy. The incumbent will research and gather operator and well information and documentation, perform files reviews and data reconciliations, evaluate production and injection history, compliance records, and perform geologic, engineering and statistical work. Utilizing a variety of computer programs, applications, and databases, the incumbent will perform complex calculations, evaluations, and create reports and documentation following standard procedures. The incumbent will assist with well permitting responsibilities, and perform surveillance, inspections, and sampling in a safe manner that may include wells, well work, attendant facilities, environmental lease inspections, and natural geothermal features. The incumbent will enforce legislative

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mandates and ensure operator compliance. This position performs assignments that requires a high degree and breadth of knowledge of geothermal and/or oil/gas field production/injection operations, experience in reviewing geologic and engineering data, as well as superior skills in data management, communication, and presenting results of analysis. Duties include but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
40 %	Field Work Conduct field inspections on wells, attendant facilities, and leases that are under the supervision of the Geothermal and Alternative Wells Program of CalGEM. Safely perform inspections for compliance with CalGEM, permits, regulations, policies and good engineering practices. Perform inspections and witness testing of well work activities from well construction, drilling, reworks, redrills, plugging and abandonment, and site remediation. Perform witnessing of periodic well tests required by CalGEM permits and other tests that may be directed by superiors to ensure compliance to state and Division mandates. Inspect wells and leases for appropriate and required site maintenance, leakage, and other parameters. Respond to urgent events including spills, leaks, and other events requiring a CalGEM regulatory presence. Accurately document and maintain inspection and witnessing reports including permit variances, visual documentation such as photographs and videos in approved databases and tracking systems. Prepare timely inspection and witnessing reports for review and discussion with peers and approval by superiors. Discuss lessons learned and best practices, provide recommendations for potential program modifications and improvements. Assist in data preparation to support CalGEM's enforcement activities and perform follow-up inspections to verify compliance. Coordinate with operators, their representatives, sister agencies, and other persons that may be involved in the inspection and well witnessing activity. Coordinate with the Associate and Senior engineers and District field operations staff to accomplish inspections and witnessing.
40 %	Administrative and Technical Record Review and Response Review well and operator documentation, update data and perform data and file reconciliations as needed. Maintain records and databases. Assist the Associate engineer in reviewing and answering notices submitted by operators for permit applications. Upload, maintain, and update and/or scan information to well files and databases in order to: record and track well and attendant facilities, plot well locations, track well status changes (active, idle, P&A, etc.), property transfers, operator or Agent information. Generate wellbore diagrams. Document leaks and spills and the subsequent operator response and CalGEM oversight. Review well tests such as radioactive tracer surveys, temperature surveys, fluid level, casing pressure tests, spinner surveys, leak-off and step rate tests, and other tests related to well construction, well mechanical integrity, well performance, or safe abandonment.
10 %	Geothermal Resource Characterization Conduct geothermal resources characterizations by mapping, documenting surface features and performing fluid samplings of geothermal hot/warm springs, geysers, mud features, fumaroles and other surface manifestations, in coordination with staff from the California Geologic Survey (CGS). Work with CGS to consolidate, compile, and validate existing geothermal datasets including data cleansing, generating reports or maps, and collaborating with other data consolidation efforts.

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MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5 %	Respond to Public Records Act requests and queries from the public and other stakeholders. Assist CalGEM at governmental work groups, sister agencies, public outreach forums, committees and meetings with industry and public. Prepare materials for administrative hearings and assist in the preparation of legal actions. Attend meetings with Department staff as needed, take required classes and training and certification exams as requested by management.
5 %	Perform administrative duties including, but not limited to adherence to department policies, rules, and procedures; accurately documents and reports work hours, leaves, overtime in the Department tracking system, submits administrative requests including leaves, overtime, travel, approvals for travel expense claims, and training in a timely and appropriate manner.

SUPERVISION RECEIVED:

The incumbent works under the Senior Oil and Gas Engineer (Supervisor) of the Geothermal Program.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS: Include DOC required language as well as any additional administrative responsibilities specific to the position (indicate NONE if non-supervisory position).

None

PERSONAL CONTACTS:

The incumbent will routinely communicate with CalGEM District employees, geothermal and alternative well operators, other CalGEM and DOC staff especially with CGS staff, stakeholders, regulatory agencies, and federal, state, and local agencies, which may include frequent public and professional contact. The incumbent will interact often with geothermal and alternative well industry representatives and develop on-going relationships. Personal contacts may include communications that may be made via written correspondence, telephone, and email regarding laws, rules, regulations and policies. Information of a sensitive nature and all contact will be treated as such.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed and/or if the proper training is not administered to staff, consequences may include but are not limited to:

- Possible hazards to life, health, property, and natural resources.
- Negative impacts on CalGEM 's relationship with our state and federal partners
- Deadlines laid out by the legislature and our federal partners may not be met resulting in regulatory sanctions.

CONDUCT AND ATTENDANCE EXPECTATIONS:

ENGINEERING GEOLOGIST
8/15/2026

DUTY STATEMENT REVISION:

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Possession of a valid driver's license is required.

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Frequent	• Travel to well sites and attendant facilities on and off road, day and night, and sometimes in inclement weather. • In performing field inspections, the incumbent may be exposed to hazardous environments and may be required to wear or carry personal protective equipment such as flame-resistant clothing, work boots, hard hat, life vest, safety eyewear, and H2S monitor to warn of H2S gas hazards. • Incumbent may be required to climb ladders, climb over rocks, and pipes. • Standing or sitting for prolonged periods of time may be necessary to witness certain tests. • Sitting at a desk or in front of a computer screen, moving about the office and standing or sitting during in person meetings is also necessary. • Bending and stooping to retrieve and replace files and records. • Use of multi-line telephone console or a cordless telephone with headset.
Occasionally	Travel via private or public transportation (i.e., automobile, airplane, etc.) including overnight travel inside California may be required. Requires occasional travel to District offices.

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