



Classification: Engineering Geologist
Position Number: 880-130-3756-012

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 26-130-022	Classification Title: Engineering Geologist	Position Number: 880-130-3756-012
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date:
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Central Coast Regional Water Quality Control Board- Region 3	Section/Unit: Department of Defense/Site Cleanup Program	
Supervisor's Name: Amber Sellinger	Supervisor's Classification: Senior Engineering Geologist	

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under 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 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



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The Engineering Geologist will evaluate site investigation, remediation, and related work plans, recommend investigative techniques, oversee or conduct field activities, and review and analyze reports. The Engineering Geologist will perform duties related to implementation of federal and state laws related to environmental programs; may be involved in monitoring municipal and hazardous waste disposal facilities; conduct investigations, inspections, and studies; and review and/or prepare reports and/or permits. The Engineering Geologist acts as a case manager and may be assigned staff specialist responsibilities in support of a project manager or other technical or programmatic functions. The Engineering Geologist may be assigned a lead capacity over other Engineering Geologists or other professional or technical employees.

The Engineering Geologist must: (1) communicate and negotiate appropriate application of regulations, screening levels, technical guidance, and risk evaluation to agency and responsible party representatives and the public and (2) work cooperatively with, and be responsive to, federal, state, and local government agencies and the public in coordinating oversight of investigation and cleanup activities.

The Engineering Geologist will perform their duties within the Site Cleanup Program (SCP), Department of Defense (DoD) Program, and/or Underground Storage Tank (UST) Program, which involve regulatory oversight of soil, soil gas, and groundwater contaminated sites, dealing with subsurface investigation and corrective action, primarily at commercial, industrial, and agricultural locations, but also at other locations, such as residential and landfill locations. Proficient use of office equipment and Microsoft Office is required daily.

Essential Functions (Including percentage of time):

35%	Provide technical oversight of soil, soil gas, and groundwater pollution investigations and cleanups using geologic knowledge and professional judgement and applying the Board's regulations, policies, plans, and guidelines. Review, prioritize, and work with dischargers to implement investigation and remediation of sites to ensure that water quality objectives are met and that human health and ecological receptors are protected, in accordance with State Water Board Resolution 92-49, the National Contingency Plan (NCP), and/or Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Evaluate fate and transport of groundwater pollution. Prepare requirements for monitoring and reporting programs, cleanup orders, requests for information, closure documentation, and public notice documentation to ensure protection of human health and the environment. Evaluate and determine appropriateness of proposed treatment technologies, sampling methods, analytical methods, subsurface investigations, modifications of well design and locations, extraction and injection techniques, groundwater and vadose zone cleanup plans, and monitoring programs. Prepare appropriate written and/or verbal comments and directives that are clear and concise on investigation and cleanup reports. Provide technical and regulatory advice and/or mentor entry level staff and assist engineers and geologists in reviewing proposals to investigate, mitigate, and remediate polluted sites. Evaluate projects under Proposition 1 and/or the SB445 program and oversee and/or direct the work for SB445 funded sites, if applicable.
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35%	Manage multiple projects of varying priority, including the most complex projects (from technical, regulatory, and public participation perspectives), simultaneously and effectively. Review submittals, including technical reports, to determine compliance with schedules, requirements, prohibitions, standards, and limitations set by the Water Board. Manage project data using GeoTracker, spreadsheets, databases, (Geographic Information System (GIS), and other tools. Ensure that GeoTracker is current for all sites. Submit accurate time sheets and daily logs. Track compliance with all directives and orders pertaining to assigned cases; prepare accurate and complete documentation in the form of memos, correspondence, case summaries, and technical reports; update GeoTracker for State Board required minimum fields; update GeoTracker with all site-related information. Update supervisor on a regular basis regarding progress on assigned cases. Maintain cooperative and productive relations with those contacted in the course of work. Produce and maintain professional notes, memos, etc. to document communications to support enforcement and other regulatory actions. As part of Case/Project Management and using sound professional judgment, follow up with dischargers on non-compliance, and prepare, implement, and track complaints and enforcement, cleanup, and referral orders. Assist with enforcement actions and appeals. Ensure compliance with DoD Federal Facilities Agreements for environmental cleanup and use the dispute resolution process to resolve non-compliance issues. Prepare staff letters, reports, and enforceable orders. Meet with dischargers related to enforcement; conduct field investigations; and prepare materials for Board meetings, referrals to the Attorney General, and judicial proceedings, if necessary.
10%	Participate in public information programs and meetings, upon request. In a courteous and helpful manner, respond to public inquiries, such as meeting requests, file review requests, telephone calls, e-mails, and letters. Responses to public inquiries shall be timely, complete, and accurate. Prepare staff reports and present items to the Water Board and other groups interpreting geologic evaluations to assist the Board in making decisions on water quality issues. Prepare and/or supervise the preparation of maps, graphs, and other visual aids, as necessary. Maintain records of and prepare status reports on project activities, as necessary. Conduct public meetings related to cleanup sites when necessary.
5%	Conduct site inspections periodically. Perform and oversee field activities for the cleanup of hazardous waste sites, such as the collection and analysis of water, waste, soil gas, and soil samples polluted with toxic, hazardous, or non-hazardous chemicals; the oversight of well construction for groundwater, soil, and soil gas sampling, soil vapor extraction, and groundwater remediation system installation; excavations; and installation of sub slab depressurization systems and other vapor mitigation systems. File inspection reports in case files within three weeks of the inspection(s). Review and evaluate operation and maintenance of treatment units, monitoring reports, selected sampling points, and laboratory techniques to evaluate a facility's performance and actual and/or potential effects on receiving water and/or groundwater and risk to human health and ecological receptors.



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5%	Provide cross-program technical support on groundwater-related assignments and projects, including but not limited to the SCP, DoD Program, UST Program, and Land Disposal Program. Develop knowledge of water quality issues of regional significance and participate in regional surface water and groundwater monitoring and assessment activities, Central Coast Ambient Monitoring and Assessment Program (CCAMP). Coordinate with statewide groundwater initiatives including but not limited to the Sustainable Groundwater Management Act (SGMA), Groundwater Ambient Monitoring and Assessment (GAMA) Program, and the Safe and Affordable Funding for Equity and Resilience (SAFER) Program.
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Marginal Functions (Including percentage of time):

5%	Attend training and update certifications and technical skills as needed, including Driver Training, HAZWOPER, Sexual Harassment Prevention, and specialized training.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to remain in a stationary position at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 15 pounds, retrieve files and/or documents. Field visits for inspections to hazardous waste sites, landfills, etc. is required. This requires an ability to navigate uneven, rugged terrain for extended periods of time, sometimes in extreme temperatures throughout the workday.

Typical Working Conditions:

The Engineering Geologist works in an office building in San Luis Obispo. The work schedule is Monday through Friday, with core work hours from 9:00 am to 3:00 pm. Occasional field work associated with site assessment and/or remediation activities may be necessary. Occasional travel, including overnight stays, may be necessary for field work, participation in board meetings, and/or for other reasons.



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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