

DUTY STATEMENT☐ **CURRENT**☒ **PROPOSED**

RPA Number: HRC0001357	Classification/CBID: Senior Hazardous Substances Engineer / R09	Position Number: 810-513-3725-002
Incumbent Name: Vacant	Working Title: Senior Project Manager	Effective Date:
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: SMRP/SoCal	Branch/Section/Unit: Chatsworth Cleanup/Chiquita	Reporting Location: Chatsworth
Supervisor's Name: Vacant	Supervisor's Classification: Senior Hazardous Substances Engineer I	Position Telework Eligible: ☒ YES ☐ NO
Confidential Designation: ☐ YES ☒ NO	Designated Position for COI: ☒ YES ☐ NO	Position Designated Bilingual: ☐ YES ☒ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

Under the close supervision (Ranges A) Under general supervision (Range B or C) or Under general supervision (Range D will acquire the professional engineering registration) of the Supervising Hazardous Substances Engineer I (Unit Chief) in the Chatsworth Cleanup Branch of the Site Mitigation and Restoration Program (SMRP), the Senior Hazardous Substances Engineer (Sr. HSE) oversees all aspects of cleanup of assigned hazardous waste/substance sites, reviews and comments on technical documents prepared by others; directs, oversees, and/or reviews the work done by contractors; and independently conducts site specific projects and other administrative duties. The Sr. HSE will provide day-to-day senior technical support to the project, including review and approval of construction documents. The Sr. HSE will have training and experience related to landfill operations such as geotechnical engineering, landfill design (e.g., slope stability, geosynthetics), landfill operations, constructability review, and construction

field inspection and oversight. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

30%	<u>Project Management:</u> Serves as project manager to oversee all aspects of investigation and cleanup related to assigned hazardous waste/substance sites. Manages and reviews the more complex engineering, scientific, and technical aspects of investigations to characterize the extent of contamination and evaluate alternatives for remediation. Plans and manages a workload consisting of multiple projects with overlapping deadlines to ensure all assignments are completed on time and within budget. Prepares and maintains accurate project schedules to facilitate allocation of resources. Prepares estimates for oversight costs for each assigned project and follows up with the Responsible Parties to ensure payment of invoices of billed activities. Routinely updates and maintains project information on existing sites in DTSC's EnviroStor database, including uploading major milestone documents to EnviroStor on a timely basis. Maintains site files and databases for internal and external use. Communicates internally and externally the status of assignments, recommendations, or issues and prepares clear written documents free of errors in grammar or punctuation. Conducts assignments in a project team environment by providing information and coordinating project work with other team members. This includes participating in team-based decision making, respectfully resolving disputes and maintaining an environment of trust.
20%	<u>Non-Technical Project Management</u> Independently manages and reviews non-technical aspects of investigation and remediation tasks including development, negotiation, and management of contracts, scopes of work, work orders, field orders, and change orders; development of cost estimates and standards of performance; evaluation of contractor performance and deliverables; manages and organizes project data; participate in ongoing cost recovery settlements and negotiations with responsible parties and coordination and communication with DTSC management and other relevant DTSC offices (e.g., contracts, budgets, public participation, legal, etc.), as well as contractors, and various governmental agencies; and Attorney General's Office.
20%	<u>Consultative Services:</u> Provides expert engineering consultative services to DTSC staff on the most complex and controversial sites to ensure regulatory requirements are met. to ensure protection and safety of workers, independently directs or evaluates technology screening or selection, feasibility studies, lab or field treatability testing, design/construction of remedial actions, and operation and maintenance of treatment facilities including reviewing workplans, reports, or design documents prepared by others and providing written or verbal recommendations on the scope, procedures, equipment, conclusions, and changes or additional work needed. Oversee the preparation of technical specifications for contracts and assist in contractor selection for various projects. Reviews contractor performance, recommend approval for field change orders and work orders, and reviews invoices. Uses existing computer software to evaluate site investigation data, model groundwater or vapor flow, design of treatment systems, process evaluations, estimate costs and schedule projects. Effectively plans, organizes, controls, coordinates and completes complex hazardous waste cleanup projects that require extensive coordination, and effectively works with multiple programs and agencies to achieve DTSC's mission and objectives. Provides staff with engineering and regulatory expertise in the evaluation of hazardous substance release sites under the cleanup process applicable to each site, which may be the CERCLA process, RCRA or State corrective action process, or one of the processes under the California Health and Safety Code.
10%	<u>Public Outreach:</u> Coordinates with local, state, and federal regulatory agencies to ensure compliance with actions being taken on site projects. Interfaces and coordinates with members of the public, legislators, the regulated community, other agencies, and the media, to provide and explain site information. Prepares or reviews public participation plans, work notices, public notices, and/or fact sheets for public outreach. Participate in community meetings, workshops, and interviews to address community concerns and to promote transparency of DTSC project decisions. Responds to public inquiries or complaints regarding the cleanup and permitting processes.

5%	<u>Administrative Duties:</u> Performs administrative duties including, but not limited to adherence to Departmental policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits time sheets by the due date. Prepares weekly reports and other status reports on projects related to the Cleanup Program
5%	<u>Research and Analysis:</u> Research internal and external facility and site records; prepares summary reports documenting instances of uncontrolled release of hazardous materials. Identifies responsible parties, and drafts or coordinates preparation of Corrective Action Order/Agreements; Unilateral Orders, Voluntary Cleanup Agreements, Operation and Maintenance Agreements, Consultative Agreements, Land Use Covenants, and cost recovery actions. Provide assistance for legal proceedings and participate in negotiations and litigation, as necessary.
5%	<u>California Environmental Quality Act (CEQA):</u> Prepares CEQA-compliance documents, as needed, for DTSC regulatory decisions. Working in conjunction with the SMRP CEQA unit, identifies, conducts and/or reviews supplemental studies necessary to complete the CEQA-compliance documents.
Marginal Functions (Including percentage of time):	
5%	<u>Other Related Duties:</u> Other related duties include but are not limited to providing peer review; participating in statewide workgroups/teams to resolve technical and regulatory issues; making presentations to public forums, public officials, and external public agencies. At Range D (with a valid Professional Engineer License), mentors' junior level technical staff and provides peer review as an engineer in responsible charge.
Consequences of Error: (if applicable)	
Typical Physical Conditions/Demands:	
The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 20 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.	
Typical Working Conditions:	
Works in multi-story buildings, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.	
Special Requirements of Position (Check all that apply):	

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation:

Enrollment in the DMV Pull Program is required. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving are also required. Attend meetings, hearings, and work with staff statewide to complete projects and work assignments on a weekly, monthly, or bi-monthly basis depending upon complexity of project or work assignment. Apply laws, regulations, policies, and procedures governing the management of hazardous waste in California. Analyzes complex regulatory issues and provides sound technical recommendations to management and staff within DTSC.

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.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?	☐ YES ☐ NO
Employee Name	Employee Signature

HUMAN RESOURCES BRANCH USE ONLY:

- ☐ Duties meet class specifications and allocation guidelines.
- ☐ Exceptional allocation, STD 625 on file.

Analyst initials:mv Date Approved: 9/18/2026

Revision Date (if applicable): Click or tap to enter a date.