



Classification: Engineering Geologist
Position Number: 880-120-3756-051

DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

RPA Number: 26-120-039	Classification Title: Engineering Geologist	Position Number: 880-120-3756-051
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R09
Division/Office: San Francisco Bay Regional Water Quality Control Board (Region 2)		Section/Unit: Toxics Cleanup Division / Site Cleanup 4
Supervisor's Name: Ron Goloubow		Supervisor's Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval: <i>Rebecca Ramirez</i>	Date:

General Statement
Under the close supervision of a Senior Engineering Geologist 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 Engineering Geologist is responsible for regulatory oversight of all phases of the investigation, remediation, and closure of polluted sites. Duties include managing projects, requiring and approving investigation and remediation reports, analyzing environmental data, preparing written requirements and enforcement orders, working collaboratively in groups, delivering presentations to stakeholders, maintaining electronic databases, performing site inspections, and maintaining health and safety training.

Essential Functions (Including percentage of time):

40%	Apply geologic expertise to oversee the investigation and remediation of sites with polluted soil, soil gas, groundwater, indoor air, surface water, and sediment. Require and evaluate the acceptability of workplans and completion reports relating to contaminant investigation and remediation, hydrogeology, fate and transport, exposure pathways, self-monitoring programs, groundwater-surface interaction, and vapor intrusion mitigation systems based on applicable laws, regulations, policies, and best practices. Analyze environmental data and other information to evaluate compliance with Water Board directives, the need for further investigation and remediation, potential enforcement actions, and case closure.
25%	Use geologic expertise to provide written correspondence regarding projects via email and letters with external stakeholders, peers, and management. Develop written reports and power point 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. Prepare written requirements, cleanup and abatement orders, enforcement orders, reports, comments, approval letters. Prepare orders and informational items for Board consideration. Identify interested parties, coordinate with legal counsel, review and respond to comments, and prepare Board agenda packages and presentations. Prepare fact sheets and other documents to inform public awareness. Attend and present at public or community meetings that may be held during or after regular business hours. Respond to public requests for information.
15%	Manage investigation and cleanup projects by scoping, planning, tracking, and communicating with external stakeholders. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues.
15%	Use and maintain GeoTracker and other electronic systems for storing, tracking, and sharing relevant project information including case status, regulatory actions, correspondence, and document submittals. Prepare accurate and timely daily logs for cost recovery. Perform site inspections to evaluate regulatory compliance. Identify instances of significant non-compliance. Evaluate the need for and make recommendations for enforcement actions. Maintain health and safety training and comply with applicable health and safety procedures.

Marginal Functions (Including percentage of time):

5%	Perform other duties as required.
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Typical Physical Conditions/Demands:

The job requires extensive use of an agency-provided personal computer and the ability to remain stationary at a desk, communicate regularly through Microsoft Teams, and utilize a keyboard for extended periods of time. This job may also require the ability to lift 15 pounds to retrieve files and documents, traverse uneven terrain, and stand or sit for long periods of time.

Typical Working Conditions:

The standard work schedule is Monday through Friday. Evening and weekend work may be necessary to attend a public meeting, prepare a Board item, or when the department is mission tasked. 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