DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number:HRC0001346	Classification/CBID: **Senior Hazardous Substances Engineer (Sr. HSE)/R09**	Position Number: **810-151-3725-002**
Incumbent Name: **Vacant**	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full-Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit:	Reporting Location: **Sacramento**
Supervisor's Name: **Aiguo Xu**	Supervisor's Classification: **Sup HSE 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 general direction of a Supervising Hazardous Substances Engineer I (Unit Chief) in the Lead acid Battery Recycling Facility Investigation and Cleanup (LABRIC) Unit, the Sr. HSE oversees site discovery, site screenings, and manages contracts for essential site identification, site investigations and cleanup actions; serves as a project manager; and acts as a technical advisor to the Unit Chief. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):

20%	**Site Discovery and Screening** Leads effort in site discovery and site screening activities to identify any area of the state that is reasonably suspected to have been contaminated by the operation of a lead-acid battery recycling facility. Reviews site documentation including but not limited to: historical land use and operational information; regulatory records; research reports; environmental assessments; project

	scoping documents; field workplans; sampling reports; and Preliminary Endangerment Assessment reports to determine if a hazardous substance release has occurred at a site(s). Determines the level of threat to public health or the environment, and whether further characterization and/or cleanup work is required. Conducts Potentially Responsible Party (PRP) searches for potential investigation and response cost recovery. Conducts field visits to sites to gather information (photographs, inspection inside buildings, etc.) on the site not attainable by desktop review of documentation. Coordinates file sharing and interviews with knowledgeable staff at other agencies including air districts, water boards, fire departments, Certified Unified Program Agency, local health departments, and building departments. Assists with administration of the Lead-Acid Battery Cleanup Fund and DTSC's administration and implementation of Assembly Bill (AB) 2153 (the Lead-Acid Battery Recycling Act of 2016) which is amended by AB 142.
20%	**Site Investigation and Cleanup** Develops site investigation and cleanup scopes for DTSC's investigation and cleanup contracts with DTSC's contractors. Provides reviews/comments to project managers and management on the engineering and technical aspects of investigation and remediation tasks. Independently evaluates assessment of complex site data and site investigation details and makes recommendations to the LABRIC Program and DTSC's management for further actions. Provides engineering and regulatory expertise in the evaluation and cleanup of hazardous substance release sites under the Comprehensive Environmental Response, Compensation, and Liability Act process, Resource Conservation and Recovery Act or State corrective action process, or one of the processes under the California Health and Safety Code to ensure applicable laws are followed. Evaluates the effectiveness of remedial actions and determines if remedial actions have been appropriately implemented; oversees the development and implementation of operations and maintenance plans and associated agreements; and conducts site inspections and Five-Year Reviews. Provides technical support on various other soil and or groundwater investigation and/or remediation activities (e.g., remedial investigation, feasibility studies, California Environmental Quality Act (CEQA), Remedial Design, Operation and Maintenance, etc.).
20%	**Project Management** Independently manages and reviews the technical and CEQA aspects of investigation and remediation tasks including assesses and tracks proposed project schedules and regulatory developments; develops, negotiates, and manages contracts, scopes of work, work orders, field orders, and change orders; develops and reviews cost estimates and standards of performance; evaluates contractor performance and deliverables; and organizes and manages project data. Manages resources by providing resource estimates, and manages and coordinates with support staff, other agencies, and project contractors to ensure timely completion of project milestones. Manages project schedules and resources, and records information in EnviroStor and Microsoft Project databases. Implements public participation activities as necessary. Manages PRP contracts. Tracks project budgets and cost recovery activities including identification of RPs; reviews oversight billings and follows up with RPs; and supports legal proceedings such as case development and providing testimony at court hearings.
15%	**Mentoring** In a lead capacity, reviews the technical work of lower-level staff within the Unit. Coordinates technical activities with others to ensure consistent approaches and methodologies are used and provides staff training and mentorship on the site mitigation process, procedures, and regulatory requirements.
10%	**Document Preparation and Review** Oversees and reviews RPs and contractors, site investigations, and cleanup effort plans including documents equivalent to: Preliminary Endangerment Assessments, Site Investigation workplans and reports, Remedial Investigation/Feasibility Study workplans, sampling plans and reports, and treatability study workplans and reports to characterize the extent of contamination and evaluates alternatives for remediation. Provides technical support and guidance to staff on the preparation and implementation of remedial action workplans, design plans, and specifications. Provides technical support to staff in other programs assigned to data analysis and to the design and implementation of any repair, modification, or improvements to site projects. Oversees preparation

	of Removal Action Workplans, Remedial or Removal Action Plans, and CEQA documents for public review and comment; plans and coordinates public meetings and presents project information to the public; and coordinates and develops responses to public comments. Provides management and staff support related to document reviews, data and report presentations, and public participation efforts.
5%	**Contracts** Assists in the procurement of state contractors to perform field activities related to the investigation, cleanup of contaminated sites including the development of cost estimates and tasks to be conducted. Prepares Contract Fiscal Approvals and assists with the negotiations of site-specific contracts. Provides necessary documentation to finalize site specific contracts. Prepares work orders/field orders, reviews and processes invoices, and tracks budgets and contract oversight. Closes out site specific work orders and contracts. Interfaces and coordinates with staff in the Budget Unit and the Contract Development Unit, and ensures work complies with DTSC, Department of General Services, and all state and federal contracting requirements, as applicable. Oversee the development and implementation of task orders, the management of contract budgets to prevent overage, and maintain files as necessary.
5%	**Administrative Duties** Performs administrative duties including, but not limited to: adherence to DTSC 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 timesheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**Other Related Duties** Performs other related duties include but are not limited to: provides technical support for other programs, sites or projects as directed; performs special assignments; and participates in workgroups related to SMRP technical/policy issues.
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. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required.	
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 and a valid California Driver's License are 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	Date

HUMAN RESOURCES BRANCH USE ONLY:

☐ Duties meet class specifications and allocation guidelines.
☐ Exceptional allocation, STD 625 on file.
Analyst initials: Click or tap here to enter text. Date Approved: Click or tap to enter a date.
Revision Date (if applicable): Click or tap to enter a date.