DUTY STATEMENT

☐CURRENT ☒PROPOSED

RPA Number: **HRC0001385**	Classification/CBID: **Hazardous Substances Engineer / R09**	Position Number: **810-544-3726-160**
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: **Engineering & Special Projects**	Reporting Location: **Cypress**
Supervisor's Name: **Travis Coburn**	Supervisor's Classification: **Sup. 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 supervision of a Supervising Hazardous Substances Engineer I (Unit Chief) in the Site Mitigation and Restoration Program (SMRP), the Hazardous Substances Engineer (HSE) serves as project manager and oversees the investigation and cleanup of complex and controversial hazardous substances release sites, acts as a resource to SMRP staff on technical and policy issues, provides guidance to project managers and other technical staff, conducts other technical, policy and guidance development, and other administrative assignments. The HSE also provides program management support for the Defense State Memorandum of Agreement (DSMOA) cooperative agreement for military site cleanup, as well as for the Formerly Used Defense Sites (FUDS) program.

Essential Functions (Including percentage of time):	
50%	**DSMOA Program Management** Manages the State's relationship with the U.S. Department of Defense (DoD) for the Defense and State Memorandum of Agreement (DSMOA) regarding environmental cleanups at military and defense sites. Provides direct communication, coordination and cooperation between California and DoD components. Acts as the primary liaison between state environmental agencies, DoD components, the U.S. EPA, and Formerly Used Defense Sites (FUDS) coordinators. Prepares, applies for, and manages the state's biennial DSMOA Cooperative Agreement to secure and track federal funding for state regulatory oversight. Works with project managers and other staff to track environmental restoration progress, review site budgets, and ensure proper expenditure of reimbursed funds. Represents California interests at DSMOA meetings, regional forums, and DoD work groups.
20%	**Technical Expert** Reviews or prepares technical engineering reports and other documents including, but not limited to, Phase I reports, Preliminary Endangerment Assessments, site characterization workplans and reports, sampling and analysis plans, human health and ecological risk assessments, pilot and treatability studies, feasibility studies, remedy selection documents, design, implementation, completion reports, operation and maintenance plans, five-year reviews and long-term monitoring reports for compliance with approved plans. Evaluates site characterization data to support engineering remedial design and implementation; reviews or develops process flow and instrumentation diagrams, design plans, and specifications of engineering remedies; performs remedial system optimization using value engineering and systematic approach tools; conducts engineering analyses of soil or engineered cap designs, slope stability evaluations, groundwater and soil vapor extraction and treatment system designs and monitoring plans for the investigation and cleanup process. Performs statistical and trend analysis on data to define the overall effectiveness of remedial treatment technology. Confirms engineering information, use of correct equations and engineering calculations related to project submittals; and evaluates integration of remedial design with engineering infrastructures for site development.
10%	**Project Management** Serves as lead project manager for cleanup projects within SMRP. Works with staff within DTSC, other regulatory agencies, responsible parties, project proponents, local agencies, developers, landowners, contractors, and attorneys to ensure expeditious site cleanups that are protective of human health and the environment; maintains ongoing communication with responsible parties, project proponents, and consultants regarding project schedules and issues that may impact project schedules; and provides responsible parties and project proponents with annual estimates of DTSC oversight costs. Coordinates project document reviews with in-house technical and legal support including toxicological review of risk assessments, engineering and geological review of design and characterization documents, and legal review of orders, agreements, and land use covenants.
5%	**Field Oversight and Contracts** Coordinates and conducts on-site oversight of field activities including the collection of field samples, construction of remedies, and remedial system operation and maintenance to ensure compliance with approved plans and applicable health and safety protocols. Performs site inspections to verify compliance with site order or agreement requirements, including compliance with land use covenants. Assists in the procurement of state contractors; identifies projects eligible for orphan state funding or National Priorities List match; develops cost estimates and tasks to be conducted; prepares Contract Fiscal Approvals and negotiates site specific contracts; provides necessary documentation to finalize site specific contracts; prepares work orders/field orders and process invoices; contract oversight; and closes out site-specific work orders or contracts. Interfaces and coordinates with Budget and Contract Unit Staff and ensures work complies with DTSC, Department of General Services and, if applicable, federal contracting requirements.
5%	**Public Participation** Participates in public meetings that are held to receive comments on draft remedy selection

	documents or are held to keep the public informed of progress of site investigations and cleanups; makes presentations at public meetings; researches and prepares responses for the public, other local, state, or federal agencies, DTSC management and public official inquiries about the site mitigation process and/or specific site mitigation projects. Participates in DTSC and Statewide workgroups for guidance development or program coordination; performs special assignments and duties as required.
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 time sheets by the due date.
Marginal Functions (Including percentage of time):	
5%	**Other Related Duties** Other related duties include but are not limited to assisting management with the completion of time-critical assignments and special projects as assigned and participates in special task forces to provide engineering and site mitigation program expertise.

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 30 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 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. Applies 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.