Classification: Supervising Engineering Geologist
Position Number: 880-170-3748-003

DUTY STATEMENT

☐ CURRENT ☐ PROPOSED

RPA Number: 26-170-022	**Classification Title:** Supervising Engineering Geologist	**Position Number:** 880-170-3748-003
Incumbent Name: VACANT	**Working Title:** Groundwater Protection Section Manager	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full Time	**CBID:** S09
Division/Office: Colorado River Basin Regional Water Quality Control Board	**Section/Unit:** Groundwater Protection Section	
Supervisor's Name: Kai Dunn	**Supervisor's Classification:** Assistant Executive Officer/CEA	

Human Resources Use Only:	
HR Analyst Approval: Rebecca Ramirez	**Date:**

General Statement

Under the general direction of an Assistant Executive Officer/CEA 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 Supervising Engineering Geologist (Section Manager) uses geologic and engineering expertise and management skills to perform the supervisory duties of the Groundwater Protection Section. Works cooperatively with and is responsive to federal, state, and local governmental agencies and the public.

Essential Functions (Including percentage of time):	
40%	Plan, organize and direct the activities of a team of multi-disciplinary technical staff within the Groundwater Protection Section. Directly supervise the Unit Chiefs of the Land Disposal Unit and Underground Storage Tanks/Site Cleanup Program Unit. Perform various duties related to assessing and resolving difficult water quality and administrative issues and providing managerial guidance and administrative direction for Colorado River Basin Water Board activities related to regulatory, cleanup, and enforcement programs. Represent the Colorado River Basin Water Board before other boards, agencies and groups, and at high level conferences and meetings related to policy and regulatory matters for Groundwater Protection Section activities.
30%	Provide direction, set Section/Program expectations, mentor senior staff, prepare performance evaluations. Perform review and assessment regarding the quality and completeness of senior staff work, including but not limited to: correspondence; documentation developed by technical staff to address releases of pollutants to soil and groundwater; and approval of remedial system designs to protect groundwater and surface water bodies from contaminant migration. Ensure that senior staff have verified staff's oversight of remediation activities, and that cleanup activities by the responsible parties conform with approved work plans. Request and promote training that will assist staff to excel in performing their job duties. Work with senior staff to ensure that all necessary personal protection equipment and training are available for field inspectors, and health and safety protocols are promoted and executed.
20%	Conduct and participate in complex project meetings with technical staff, representatives of dischargers (such as engineers, geologists, toxicologists, and attorneys), including public and private entities, and other governmental agencies. Provide input on the management of environmental site investigations of contamination in soil, soil vapor and groundwater. Provide final review of staff decisions regarding analytical data; engineering plans and specifications; assessment of performance of remediation systems; and technical correspondence related to the investigation, cleanup and regulatory enforcement at high-profile contaminated sites. Prepare and present executive-level reports for the Colorado River Basin Water Board, describing technical concepts and summarizing projects and work outcomes of the Groundwater Protection Section, and focusing on cleanup or prevention of impacts to water quality.
Marginal Functions (Including percentage of time):	
5%	Assist with responses to public inquiries such as California Public Records Act requests, federal Freedom of Information Act requests, and information requests from environmental consultants, in a timely and professional manner, by consulting with staff and legal counsel in compiling the information and communicating by telephone, email or written correspondence.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to remain stationary at desk, utilize a keyboard for extended periods of time. Ability to lift and carry 25 pounds if needed to assist with sample collection, handling, shipment and to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.
Typical Working Conditions:
The incumbent is office based and works on the 1st floor of a single-story office building in Palm Desert. The office space is an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process 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