DUTY STATEMENT

☒CURRENT ☐PROPOSED

RPA Number: **HRC0005513**	Classification/CBID: **Hazardous Substances Engineer/R09**	Position Number: **810-151-3726-005**
Incumbent Name:	Working Title:	Effective Date:
Tenure: **Permanent**	Time Base: **Full Time**	Intermittent Hours Per Month:
Program/Division: **Site Mitigation and Restoration Program**	Branch/Section/Unit: **Lead Acid Battery Recycling Facility Investigation and Cleanup (LABRIC) Branch**	Reporting Location: **Sacramento**
Supervisor's Name: **Aiguo Xu**	Supervisor's Classification: **Hazardous Substances Engineer I (Sup)**	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 close supervision (Ranges A and B) or supervision (Ranges C and D) of the Supervising Hazardous Substances Engineer I (Unit Chief) Lead Acid Battery Recycling Facility Investigation and Cleanup (LABRIC) Branch of the Site Mitigation and Restoration Program (SMRP), the Hazardous Substances Engineer (HSE) oversees essential site operations, site investigations, removal actions, remedial actions, data management, and activities related to cost recovery. Specific duties include, but are not limited to:

Essential Functions (Including percentage of time):	
25%	**Project Management**
	Oversee all aspects of investigation and cleanup related to assigned hazardous waste/substance sites. Apply knowledge of recognized environmental conditions, investigation approaches, fate and transport processes, and hydrogeology to assess site conditions. Applies working knowledge of investigation and remediation techniques and capability to critically evaluate workplans and reports, including technical data, reports, and professional papers submitted by responsible parties or DTSC's contractors. Works with project proponents and consultants to ensure timely completion of remedial investigation, response action proposals and ongoing operation and maintenance. Prepares written comments and recommendations regarding review of submittals. Reviews and provides comments on engineering evaluation and cost analysis of remediation and mitigation systems. Recommends equipment and procedures to be used in environmental investigations and remedial activities at sites or facilities. Recommends specific locations of monitoring devices to detect the presence and movement of contaminants in soil, soil gas, groundwater, and air. Aids in development, management, and execution of state cleanup contracts.
25%	**Field Activities Coordination and Monitoring** Coordinates and conducts on-site management of environmental contractors performing field activities such as the collection of field samples, X-ray fluorescence (XRF) scanning, construction of remedies such as removal of lead contaminated soil, and property restoration. Ensure environmental contractors' work meets quality standards and follows approved work plans, schedules, and budgets. Coordinates with the environmental contractors at the beginning of each workday to ensure they understand and are prepared to perform their daily work assignments; and monitors the work performed by the environmental contractors during each day to ensure it is conducted in accordance with quality standards.
15%	**Contracts** Assists in the procurement of state contractors to perform field activities related to the 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-of-specific work orders and contracts. Interfaces and coordinates with staff in the Budget Unit and the Contract Administration Unit, and ensures work complies with DTSC, Department of General Services, and all state and federal contracting requirements, as applicable
10%	**Reporting and Tracking** Provides reports to the Unit Chief documenting the work completed by the contractor, identifies the next days or next interval's work assignments, and provides any recommendations for corrective actions necessary to keep the project on schedule and within budget. Tracks the work of the environmental contractors in a database, assigns work to the contractor in the form of work orders in accordance with the project plans and schedule, and provides actual cost data and budget projections to the resident engineer.
10%	**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. Prepare weekly reports and other status reports on projects related to SMRP.

10%	**Research and Analysis** Research internal and external facility and site records, and Potential Responsible Party data via several databases including, but not limited to, EnviroStor and the Hazardous Waste Tracking System. Identifies responsible parties and drafts or coordinates preparation of Corrective Action Order/Agreements, Unilateral Orders, Operation and Maintenance Agreements, Consultative Agreements, and cost recovery actions. Aids with legal proceedings and cost recovery and participates in negotiations and litigation, as necessary.

Marginal Functions (Including percentage of time):

5%	**Other Related Duties** Provides Unit Chief with status of assignments, recommendations, or issues and participates in tracking sessions. Resolves disputes, negotiates budgets and deadlines, and keeps customers informed about the status of project work. Other related duties as assigned.

Consequences of Error: (if applicable):

Failure to effectively perform the duties of the position could result in not meeting executive and branch deadlines, resulting in potential negative fiscal and public relations impacts, and potential risk to public health and the environment.

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, 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: mv. Date Approved: 11/10/26 Revision Date (if applicable): Click or tap to enter a date.