Classification: Engineering Geologist
Position Number: 880-190-3756-019

# DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

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| **RPA Number:** 26-190-035 | **Classification Title:** Engineering Geologist | **Position Number:** 880-190-3756-019 |
| **Incumbent Name:** Vacant | **Working Title:** Engineering Geologist | **Effective Date:** TBD |
| **Tenure:** Permanent | **Time Base:** Full Time | **CBID:** R09 |
| **Division/Office:** California Regional Water Quality Control Board, San Diego Region (9) | **Section/Unit:** Site Restoration and Groundwater Protection Branch / Agriculture and Waste Management Unit | |
| **Supervisor's Name:** Amy Grove | **Supervisor's Classification:** Senior Engineering Geologist (Supervisory) | |

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| **Human Resources Use Only:** | |
| **HR Analyst Approval:** | **Date:** 11/20/2026 |

## General Statement

Under the close supervision of a Senior Engineering Geologist (Supervisory) 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 performing timely and professional engineering geology duties related to the Land Disposal Program (Program) including conducting inspections; reviewing technical and monitoring reports; preparing waste discharge requirements, enforcement actions, Executive Officer Reports, and presentations of information to the Board. The duties of the Engineering Geologist may also be extended to include other San Diego Water Board regulatory programs (e.g., Waste Discharge Requirements Program), based on the needs to the San Diego Water Boards. The Engineering Geologist will work to fulfill the San Diego Water Board's mission by overseeing facilities that discharge waste to land and surface waters. The Engineering Geologist must work independently, communicate effectively, manage multiple tasks, and become proficient in administrative duties including database management. Daily proficient use of office equipment and the Microsoft Office Suite is required.

| Essential Functions (Including percentage of time): | |
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| 40% | Provide engineering and geology review and evaluation of applications, technical reports, environmental documents, and projects. Apply engineering geology methods and principles in performing activities related to the preparation or review of waste discharge requirements, enforcement requirements, and other documents. Review and evaluate reports of waste discharge and/or project applications. Ensure consistency with relevant water quality plans and policies and compliance with applicable laws and regulations. Working collaboratively with other staff, prepare waste discharge requirements and other tentative orders and their supporting documentation for adoption by the San Diego Water Board. |
| 15% | Provide engineering geology review and evaluation of technical reports in matters related to a variety of enforcement projects of average to high complexity. Apply engineering geology methods and principles in responding to illegal waste discharges to the lands and waters of the State, toxic and hazardous materials pollution, and other sources of pollution. Interpret water quality data and other information to determine whether violations have occurred, then recommend and follow through on appropriate courses of action. Assess compliance through various means including review and interpretation of waste discharge requirements, monitoring reports, and other technical reports; compliance inspections and citizen complaints; notifications from other environmental agencies; and case file reviews. Provide compliance assistance through guidance, public education, and outreach. Prepare violation notices, enforcement orders and supporting documentation for the San Diego Water Board's review and/or adoption. Provide regulatory oversight of landfill, compost, cleanup and other projects within the Site Restoration and Groundwater Protection Branch to obtain compliance with the San Diego Water Board orders, and State and federal water quality laws, policies and regulations. |
| 15% | Apply engineering geology methods and principles in performing a variety of duties related to site inspections, field investigations, and collection of water, soil, and waste samples from specific locations and sources. Provide engineering geology evaluation of construction quality assurance (CQA) documents including daily field reports, CQA plans, design specifications, and final technical CQA reports. Conduct field investigations and studies at sites where wastes, including toxic and hazardous waste and materials are discharged. Prepare written reports associated with these investigations. Field investigations may include, but are not limited to, wastewater treatment plants, recycled water use sites, onsite wastewater treatment systems, active land disposal operations, closed/inactive/abandoned landfills, composting operations, soil and groundwater cleanup sites, hazardous waste disposal sites, other industrial sites, construction sites, agricultural operations, and municipal facilities. Field tasks may include collection of samples of water, soil, and waste contaminated with pollutants, including toxic or hazardous materials, observing construction of waste management units and the installation/operation of monitoring facilities. |

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| 10% | Provide engineering geology consultation to the program supervisor and regional board management. Implement the goals of the Program and associated administrative processes. Assist the supervisor with the development of tools to affect work improvements in the Program and update appropriate databases (e.g., California Integrated Water Quality System (CIWQS), GeoTracker, etc.) regarding your assigned work products. Review and comment on State guidance, draft Orders, and other program documents. Attend Program Manager's Roundtable meetings at the request of the program supervisor. Assist the program supervisor with the effective coordination of work in the Agriculture and Waste Management Unit and with staff assigned to other regulatory programs at the San Diego Water Board, and identification and scheduling of in-house technical training for San Diego Water Board staff. |
| 5% | Provide engineering geology review and evaluation of technical reports on complex projects related to water quality planning and assessment. Apply engineering geology methods and principles in analyzing and evaluating water quality data and the potential effects of pollutants and water diversions on water quality and beneficial uses. Design and/or oversee monitoring and investigative studies to evaluate water quality and adequacy of existing policies or programs. Review, interpret, and implement applicable water quality planning laws, regulations, and programs. |
| **Marginal Functions (Including percentage of time):** | |
| 5% | Act as Contract Manager or Contract Contact for designated San Diego Water Board contracts. Perform contract work activities related to projects funded through various funding sources including Request for Proposal preparation, evaluation of proposals, preparation of contracts, and project control schedules. Provide consultation to contractors developing work products, review progress of contractors in accordance with budgets, control schedules, and review and evaluate contractor work products. |
| 5% | Use engineering geologic knowledge and judgement to clarify and interpret San Diego Water Board policies and objectives. Participate and communicate effectively in meetings with technical consultants, other representatives of dischargers, governmental agencies, news media, and the public. Prepare for and make logical, clear, and convincing written and oral presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, and other federal, state, and local agencies. |
| 5% | Perform other duties as required. |

| **Typical Physical Conditions/Demands:** |
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| The job requires extensive use of a personal computer and the ability to sit/stand at desk, use a phone and a keyboard for extended periods of time. Ability to retrieve and/or move files, documents, or materials of up to 15 pounds. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday. Field tasks may include the collection of samples contaminated with pollutants, including toxic or hazardous materials. |
| **Typical Working Conditions:** |
| The Engineering Geologist works on the 2nd floor of a low-rise office building in San Diego, in an enclosed 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 when the Program is assigned time-critical tasks. Travel may be required locally and within the state. |

| **Supervisor Statement** | | |
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| 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 |
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| Employee Name | Employee Signature | Date |
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