

Department of Toxic Substances Control
Position Duty Statement



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| Classification Title Hazardous Substances Engineer | Department Toxic Substances Control |
| Working Title N/A | Office/Unit/Section/Geographic Location Site Mitigation/Berkeley Office |
| Position Number 810-512-3726-093 | Effective Date |

General Statement: Under the close supervision (Ranges A and B) or general direction (Range C and D) of the Supervising Hazardous Substances Engineer I (Sup HSE I) for the Site Mitigation and Restoration Program (Site Mitigation Program), Berkeley Cleanup Branch, the Hazardous Substances Engineer (HSE) serves as project manager and oversees all aspects of assessment, investigation and/or cleanup of assigned hazardous waste/substance sites and other administrative duties. Specific duties include, but are not limited to:

A. Specific Activities: Essential (E) / Marginal (M) Functions

25% **(E) Technical Expert**

Reviews and/or prepares technical engineering reports and other documents including, but not limited to, Phase I reports, Preliminary Endangerment Assessments, Resource and Cost Recovery Act Facility 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, and design plans and specifications of engineering remedy; 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. Performs statistical and trend analysis on data to define the overall effectiveness of a 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. Reviews or prepares cost estimates to ensure adequate financial assurance mechanisms are in-place for the selected remedy and long-term operation and maintenance.

25% **(E) Project Manager**

Plans and manages a workload consisting of multiple projects to ensure all assignments are completed on time and within budget. Prepares and maintains accurate project schedules to facilitate allocation of resources. Prepares estimates for oversight costs for each assigned project and follows up with the Responsible Parties to ensure payment of invoices of billed activities. Routinely updates and maintains project information on existing sites in the DTSC EnviroStor database, including, but not limited to, uploading major milestone documents to EnviroStor on a timely basis. Maintains site files and databases for internal and external use. Communicates internally and externally the status of assignments, recommendations, or issues and prepares clear and concise written documents. Coordinates and participates in team projects with other team members.

10% **(E) Site Investigation**

Coordinates and conducts on-site oversight of field activities including, but not limited to, 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. Drives to sites to perform site inspections to verify compliance with site orders or agreement requirements, including compliance with land use covenants.

- 10% **(E) Public Outreach**
Coordinates with other local, state and federal regulatory agencies to assure compliance with actions being taken on site projects. Interfaces and coordinates with members of the public, legislators, the regulated community, other agencies, and the media to provide and explain site information. Prepares or reviews public participation plans, work notices, public notices, and/or fact sheets. Participates in community meetings, workshops, and interviews to address community concerns and to promote transparency of DTSC project decisions. Responds to public inquiries or complaints.
- 10% **(E) 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. Prepares weekly reports and other status reports on projects relative to the Site Mitigation Program.
- 5% **(E) Research and Analysis**
Researches internal and external facility and site records; prepares summary reports documenting instances of uncontrolled release of hazardous materials. Identifies responsible parties, and drafts or coordinates preparation of Corrective Action Order/Agreements; Unilateral Orders, Voluntary Cleanup Agreements, Operation and Maintenance Agreements, Consultative Agreements, Land Use Covenants, and cost recovery actions. Provides assistance for legal proceedings and participates in negotiations and litigation, as necessary.
- 5% **(E) California Environmental Quality Act (CEQA)**
Prepares CEQA-compliance documents for DTSC regulatory decisions. Working in conjunction with the Office of Legal Affairs, identifies, conducts, and/or reviews supplemental studies necessary to complete the CEQA-compliance documents.
- 5% **(M) Contracts**
Assists in the procurement of state contractors; identifies projects eligible for orphan state funding or NPL match; develops cost estimates and tasks to be conducted; prepares CFAs and negotiates site-specific contracts; provide necessary documentation to finalize site-specific contracts; prepare work orders/field orders and process invoices; contract oversight; and close-out site-specific work orders or contracts. Interfaces and coordinates with Budget and Contract Unit Staff and ensures work complies with DTSC and Department of General Services and, if applicable, federal contracting requirements.
- 5% **(M) Other Related Duties**
Other related duties including, but not limited to: Mentors and trains junior level HSE's. Provides peer review as responsible charge, if the incumbent is in Range D with a valid Professional Engineer License. Participates in statewide workgroups/teams to resolve technical and regulatory issues; develops or updates policy and guidance, and/or make recommendations to management on regulatory or policy matters. Makes presentations to public forums, public officials, and external public agencies.

B. Supervision Received

The HSE reports directly to, and receives a majority of assignments from, the Sup HSE I; however, direction and assignments may also come from the Branch Chief, Division Chief, or Deputy Director.

C. Supervision Exercised

NONE

D. Administrative Responsibility for Supervisors and Managers

NONE

E. Personal Contacts

This position will have daily contact with DTSC staff, external state and federal agencies, local government representatives, and the public both in person, telephone/email, and video conference.

F. Actions and Consequences

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 the public health and the environment.

G. Functional Requirements

Occasional overnight travel required. This position requires working in the field and may include work at sites with rough or inaccessible terrain, working outside in inclement weather conditions, and travel to sites anywhere in California. Potential exposure to toxic or hazardous materials. Use of personal protective equipment may be required. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the state. Driving to sites and off-site meetings is required. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. Works in a cubicle environment in a multi-story building using a variety of office equipment, e.g., computers, copiers, etc. Individually able to transport up to 20 pounds.

H. Other Information

Medical Clearance approved by CalHR and enrollment in the DMV Pull Program 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 required. Attends meetings, hearings, and works 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.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Signature

Date

Printed Name

Approval Date: 3/8/2018 AD