**DEPARTMENT OF CONSERVATION**
**POSITION DUTY STATEMENT** **CURRENT/PROPOSED**

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| **NAME** | **MCR**<br>1 |
| **CLASSIFICATION**<br>Engineering Geologist | **POSITION NUMBER**<br>208-3756-xxx |
| **WORKING TITLE**<br>Field and Regulatory Engineer | **DIVISION/UNIT**<br>Division of Oil, Gas, and Geothermal Resources / 208 / Northern District |
| **EFFECTIVE DATE** | **LOCATION**<br>Sacramento |
| **BARGAINING UNIT**<br>R09 | **CONFLICT OF INTEREST CATEGORY**<br>4 |

**GENERAL STATEMENT:** Under general supervision of the Senior Oil and Gas Engineer (Supervisor) and guidance of the Associate oil and Gas Engineer, the Engineering Geologist (EG) functions as a Field and Regulatory Engineer within the Division's Northern District office. Travel on-road and off-road to work locations will be required to be on a rotational 24-hour on-call basis. In performing field inspection, the incumbent can be exposed to hazardous conditions and is required to carry H2S monitors to warn of H2S gas hazards. This position requires a high degree of knowledge and skill in reviewing and analyzing geologic reports as well as excellent data management and communication. Duties include, but are not limited to:

## A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS

- **ESSENTIAL FUNCTIONS**
  - **35% Inspection**

    Ensure oil, gas, geothermal, and gas storage operator's compliance and adherence to operating practices by conducting field inspections and making notes of the process or procedures witnessed. Witness well construction operations including mudding and cementing operations; perform tests for the location and hardness and/or placement of cement plugs placed during the plugging and/or abandonment of wells; conduct injection surveys and casing integrity tests to ensure confinement of injection fluid to the intended zone and protection of fresh water and underground sources of drinking water zones. Using computer-assisted techniques, analyze groundwater problems and spatially referenced data and provide estimates or hydro-geologic properties per Division guidelines. Conduct operational testing of blow-out prevention equipment per Division publication MO7 "Blowout Prevention in California" guidelines. Inspect and/or witness the installation, engineering, function, and/or modification to production facilities. Using the Division approved inspection list, conduct investigations including the design and implementation of field monitoring program that includes, field data collections and analysis. Prepare a report of findings to document the evaluation. Provide advice and assistance to develop an analysis of the environmental impacts of projects being investigated, facility design and to identify legal issues. Exercise independent judgement to determine if a facility is in compliance with Division statues, regulations and policies and to direct operators to perform remedial or corrective action when any problem is identified. Assess and document the evaluation of injection wells and facilities for environmental hazards and other conditions specified in the regulations.

Assess and evaluate idle wells for environmental hazards and compliance with the statutes and regulations and compliance with the idle well program. Prepare a report of findings to document well and facility activities to be included in a well field, facilities data base and a computerized statistical report. View and photograph the wells and facilities to provide onsite direction for exploration drilling and well construction, foundation drilling, trenching and mapping. Utilize maps to locate wells and facilities and GPS units to plot surface locations of wells and facilities onto maps. Use computer-assisted techniques to complete reports, enter data, communicate between offices and operators, look up Division well data information, etc.; and other equipment to safely conduct well inspections and locate wells and associated facilities

- **25% Data Evaluation**
  Conduct studies by evaluating existing wells and data provided by the operator and identify any possible hazards with the mechanical integrity of the well associated with construction site development projects and well discovery excavations, wellhead conditions; and verify any potential problems with the well locations and compile and submit findings to the Senior Oil and Gas Supervisor.

- **15% Data Maintenance**
  Maintain geothermal well location database on a personal computer. Check well records and if necessary secure the information to complete the well records. Enters geothermal production and injection data into a geothermal database.

- **10% Projects**
  Quarterly, assist in compiling Environmental Protection Agency statistics, which include well tests, evaluations of operator Notice of Intent, well surveys, and determinations of significant non-compliance reports to submit to the District Deputy and State Oil and Gas Supervisor. Attend weekly meetings to communicate with supervisor and District Deputy and State Oil and Gas Supervisor as well as other field engineers to ensure consistency in enforcement of current laws and regulations. Research and respond to inquiries from industry, other agencies, and the public regarding oil, gas, gas storage, or geothermal field operations, Division laws, regulations, and procedures both verbally and in writing.

- **5% Vehicle Maintenance**
  Maintain State vehicle by scheduling routine maintenance, arranging for any emergency repairs with supervisory approval as needed. Maintain the vehicle logbook, including mileage entries, collection of gas and other receipts, and deliver this information to the Lead Associate for monthly reporting.

- **<u>MARGINAL FUNCTIONS</u>**
  - **5% Administrative**
    Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; Submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date. Oversee and approve submitted time sheets, individual development plans, training plans, and other personnel issues.

- **5% Miscellaneous**
  Represent the Division at governmental work groups and public outreach forums. Coordinate with other regulatory bodies, agencies, or public interest groups to ensure compliance to laws and regulations concerning oil and gas operations. Perform other class related duties.

**B. SUPERVISION RECEIVED**

The Engineering Geologist reports directly to the Senior Oil and Gas Engineer (Supervisor); however, assignments may also come from Associate Oil and Gas Engineers who write the permits for which the EG is witnessing.

**C. SUPERVISION EXERCISED**

NONE

**D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

NONE

**E. PERSONAL CONTACTS**

The Engineering Geologist has frequent public and professional contact with other Division staff; operators; contractors and consultants working for the operators; federal, State, and local agencies; and members of the public. In the field, the Engineering Geologist is often the only State representative onsite and should be comfortable dealing with varied personalities and environments. The incumbent may often travel to, or through, remote locations. Personal contacts regarding laws, rules, regulations, and policies may be made in person or via written correspondence, telephone, or email.

**F. ACTIONS AND CONSEQUENCES**

The consequences of error in failing in or inadequately performing the duties of the Engineering Geologist position may range from financial loss and impairment of the value of natural resources for lease holders, operators, and the State of California, to endangerment of the safety, health, and life of Division employees, operators and contractor employees, and the general public, now or in the future. The magnitude of such consequences of error may range from low to significant or critical.

**G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- **ESSENTIAL**
  - Sitting at a desk, in a chair, and in front of a computer screen.
  - Moving/walking about the office and standing or sitting during in meetings.
  - Using a multi-line telephone console or a cordless telephone with headset.
  - Bending (neck and waist), squatting, kneeling, and twisting (neck and waist).
  - Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
  - Travel via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
  - While performing field inspections, the incumbent may be exposed to hazardous environments and may be required to wear or carry personal protective equipment such as flame-resistant clothing, work boots, hard hat, life vest, safety eyewear, safety ear wear and $H_2S$ monitor to warn of $H_2S$ gas hazards.

- Working around equipment and machinery.
- Walking on uneven ground.
- Exposure to excessive noise.
- Exposure to dust, gas, fumes or chemicals.
- Use of special visual or auditory protective equipment.
- Travel on and off road, day and night, and sometimes in inclement weather.
- Standing for prolonged periods of time may be necessary to witness certain tests.
- Climbing on ladders, over rocks, and around pipes.
- Lifting and carrying up to 20 pounds.
- Reaching (above and below shoulder level).

## G. OTHER INFORMATION

- Possession of a valid driver's license is required
- 40-hr Hazwoper Training
- H2S training
- Blowout Prevention Training
- Defensive Drivers Training
- 1st Aid and CPR Training

| 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). | | |
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| **Employee Signature** | **Employee Printed Name** | **Date** |
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| I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. | | |
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| **Supervisor Signature** | **Supervisor Printed Name** | **Date** |
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