

# DUTY STATEMENT

CURRENT

PROPOSED

RPA Number: <b>24-SMRP-327</b>	Classification Title: <b>Senior Hazardous Substances Engineer</b>	Position Number: <b>810-541-3725-012</b>
Incumbent Name:	Working Title:	Effective Date:
Tenure: <b>Permanent</b>	Time Base: <b>Full Time</b>	Intermittent Hours Per Month:
Division/Office: <b>Site Mitigation and Restoration Program</b>	Section/Unit: <b>ESPO</b>	Reporting Location: <b>Sacramento</b>
Supervisor's Name: <b>Perry Myers</b>	Supervisor's Classification: <b>Supervising Hazardous Substances Engineer I</b>	CBID: <b>R09</b>
Confidential Designation:  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Telework Eligible:  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Supervision Exercised: <input checked="" type="checkbox"/> None <input type="checkbox"/> Lead <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

**Human Resources Use Only:**

**HR Analyst Approval**

HR Analyst Name	HR Analyst Signature	Date
Katie Elizalde	<i>Katie Elizalde</i>	02/26/2024

**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 the general direction of a Supervising Hazardous Substances Engineer I (Unit Chief) in the Engineering and Special Projects Office (ESPO) of the Site Mitigation and Restoration Program (Site Mitigation Program), the Senior Hazardous Substances Engineer (Sr. HSE) reviews and comments on technical documents prepared by others, directing, overseeing, or reviewing the work done by contractors, and independently conducting specific projects. Specific duties include, but are not limited to:

**Essential Functions (Including percentage of time):**

<b>35%</b>	<p><b><u>Consultative Services</u></b></p> <p>Provides expert engineering consultative services to DTSC staff on the most complex and controversial sites to ensure technical and regulatory requirements are met. Independently investigates and evaluates technology screening or selection, feasibility studies, lab or field treatability testing, design/construction of remedial actions, and operation and maintenance of treatment facilities. This includes reviewing workplans, reports, or design documents prepared by others and providing written or verbal recommendations on the scope, procedures, equipment, conclusions, and changes or additional work needed. Oversees the preparation of technical specifications for contracts and assists in contractor selection for various projects. Reviews contractor performance recommends approval for field change orders and work orders, and reviews invoices. Uses existing computer software to evaluate site investigation data, model groundwater or vapor flow, designing of treatment systems, estimate costs, and schedule projects. Reviews engineering evaluations including review of seismic reports, structural support systems, secondary containment, and related civil engineering works. Effectively plans, organizes, controls, coordinates, and completes complex hazardous substance cleanup projects that require extensive coordination. Effectively works with multiple programs and agencies to achieve DTSC's mission and objectives. Provides staff with engineering and regulatory expertise in the evaluation of hazardous substance release sites under the cleanup process applicable to each site, which may be the CERCLA process, RCRA or State corrective action process, or one of the processes under the California Health and Safety Code.</p>
<b>15%</b>	<p><b><u>Cost Estimating</u></b></p> <p>Prepares and reviews cost estimates for both Site Mitigation and Permitting Programs to ensure adequate financial assurance is in place for the selected remedy and long-term operation, maintenance, and monitoring as required by the California Health and Safety Code.</p>
<b>10%</b>	<p><b><u>Fieldwork</u></b></p> <p>Coordinates and conducts on-site oversight of field activities to ensure compliance with approved plans and applicable health and safety protocols. Performs site inspections to verify compliance with site order or agreement requirements, including compliance with land use covenants.</p>
<b>10%</b>	<p><b><u>Research and Review</u></b></p> <p>Independently conducts in depth industry and regulatory research to evaluate technologies and develop strategies that address specific cleanup practices that may be sensitive to public health and/or the environment. Prepares and provides clear and concise presentations to management concerning the findings and implications associated with hazardous substance release sites' practices. Performs technical review of site activities with project managers to assure quality and consistency in investigative techniques and cleanups. Assists staff in the development and preparation of environmental analysis documents for compliance with California Environmental Quality Act.</p>
<b>10%</b>	<p><b><u>Technical Oversight and Mentoring</u></b></p> <p>Oversees the technical work of engineers within the unit. Provides training and mentorship on the site mitigation process, procedures and regulatory requirements and coordinates technical activities with others within DTSC to ensure consistent approaches and methodologies are used. Provides peer review of documents prepared by ESPO staff. Assists management with resolving internal DTSC conflicts and helps to remove barriers to ensure success. Develops new procedures and/or makes policy recommendations necessary to effectively implement the Cleanup Program.</p>
<b>10%</b>	<p><b><u>Regulation and Policy</u></b></p> <p>Develops and provides engineering and regulatory input to Site Mitigation Program management on site mitigation practices, policy and procedures, program focus areas, technical protocols, guidance documents and regulations, which may include preparing documents, participating in public workshops, responding to comments, interacting with industry, environmental groups and other governmental agencies, development of testing protocols for technology evaluations, and advising program management. Conducts meetings with state, local, federal, and internal experts</p>

	to obtain information necessary to prepare recommendations and concepts for policies, procedures, and standards.
<b>5%</b>	<p><b><u>Administrative Duties</u></b>                  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.</p>
<b>Marginal Functions (Including percentage of time):</b>	
<b>5%</b>	<p><b><u>Other Related Duties</u></b>                  Coordinates with other DTSC programs to maintain priority on site mitigation activities. When required, conducts, or acts as lead for team-based assignments including coordinating ongoing work with other team members; providing information, work products, and decisions in a timely manner; and participating in team-based decision-making. Other related duties as assigned.</p>
<b>Typical Physical Conditions/Demands:</b>	
Occasional overnight travel required. This position requires working in an office and 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. The work typically requires sitting and/or standing for prolonged periods while inspecting, reading, writing, typing, and participating in meetings. The position requires bending and stooping. Individually able to transport up to 20 pounds.	
<b>Typical Working Conditions:</b>	
While in the office, works in a cubicle environment in a multi-story building using a variety of office equipment, e.g., computers, copiers, etc. On an as-needed basis, work outside normal work hours, including evenings and weekends. Driving to sites and off-site meetings is required. 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, state and federal agencies, local government representatives, and the public either in person, via email/telephone, or video conferencing.	
<b>Special Requirements of Position (Check all that apply):</b>	
<input type="checkbox"/> Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input checked="" type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input checked="" type="checkbox"/> Other (Explain below)	
<b>Explanation:</b>	
Enrollment in the DMV Pull Program and a valid California Driver's License is required. Maintenance of field certification, current annual medical monitoring, 40-hour HAZWOPER, annual DTSC HAZWOPER refresher, biennial first aid/CPR/AED, and defensive driving is 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 provide sound technical recommendations to management and staff within DTSC.	

<b>Supervisor Statement</b>		
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
<b>Employee Statement</b>		
I have discussed these duties with my supervisor and have been provided 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*.		
*A 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 a reasonable accommodation to perform the essential functions of this position?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Employee Name	Employee Signature	Date