



Classification: Supervising Engineering Geologist
 Position Number: 880-180-3748-001

1 DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-180-077	Classification Title: Supervising Engineering Geologist	Position Number: 880-180-3748-001
Incumbent Name: Vacant	Working Title: Groundwater Branch Manager	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S09
Division/Office: CA Regional Water Quality Control Board, Santa Ana Region – Region 8 (R8)		Section/Unit: Groundwater Protection Branch
Supervisor’s Name: Eric Lindberg		Supervisor’s Classification: C.E.A. (A)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of C.E.A. (A), an Assistant Executive Officer 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 Supervising Engineering Geologist (Branch Manager) uses geologic and engineering expertise and management skills to perform the supervisory duties of the Groundwater Protection Division.



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Essential Functions (Including percentage of time):	
40%	Plan, organize and direct the activities of a team of multi-disciplinary technical staff within the Groundwater Protection Division. Directly supervise the Chiefs of the Land Disposal/Dept. of Defense, Underground Storage Tanks, Site Cleanup Program, and Enforcement/Special Projects Units. Perform various duties related to assessing and resolving difficult water quality and administrative issues and providing managerial guidance and administrative direction for Santa Ana Water Board activities related to regulatory, cleanup, and enforcement programs. Represent the Santa Ana Water Board before other boards, agencies and groups, and at high level conferences and meetings related to policy and regulatory matters for the Groundwater Protection Division activities.
30%	Provide direction, set Division/Program expectations, mentor senior staff, prepare performance evaluations. Perform review and assessment regarding the quality and completeness of senior staff work, including but not limited to: correspondence; documentation developed by technical staff to address releases of pollutants to soil and groundwater; and approval of remedial system designs to protect groundwater and surface water bodies from contaminant migration. Ensure that senior staff have verified staff's oversight of remediation activities, and that cleanup activities by the responsible parties conform with approved work plans. Request and promote training that will assist staff to excel in performing their job duties. Work with senior staff to ensure that all necessary personal protection equipment and training are available for field inspectors, and health and safety protocols are promoted and executed.
20%	Conduct and participate in complex project meetings with technical staff, representatives of dischargers (such as engineers, geologists, toxicologists, and attorneys), including public and private entities, and other governmental agencies. Provide input on the management of environmental site investigations of contamination in soil, soil vapor and groundwater. Provide final review of staff decisions regarding: analytical data; engineering plans and specifications; assessment of performance of remediation systems; and technical correspondence related to the investigation, cleanup and regulatory enforcement at high-profile contaminated sites. Prepare and present executive-level reports for the Santa Ana Water Board, describing technical concepts and summarizing projects and work outcomes of the Groundwater Protection Division, and focusing on cleanup or prevention of impacts to water quality.
Marginal Functions (Including percentage of time):	
5%	Assist with responses to public inquiries such as California Public Records Act requests, federal Freedom of Information Act requests, and information requests from environmental consultants, in a timely and professional manner, by consulting with staff and legal counsel in compiling the information and communicating by telephone, email or written correspondence.
5%	Perform other duties as required.



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Typical Physical Conditions/Demands:
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.
Typical Working Conditions:
The central work location is on the 5th floor of a high-rise building in downtown Riverside in a smoke-free environment in an office/cubicle. The work schedule is Monday through Friday during normal state operational hours. Incumbent will work in a climate-controlled office under artificial lighting. Office temperatures may vary throughout the day.

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 a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date