

**DUTY STATEMENT**

**CURRENT**  **PROPOSED**

RPA Number: <b>24-SMRP-549</b>	Classification Title: <b>Hazardous Substances Engineer</b>	Position Number: <b>810-504-3726-010</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>SEBO Branch</b>	Reporting Location: <b>Cypress</b>
Supervisor's Name: <b>Aslam Shareef</b>	Supervisor's Classification: <b>Sup HSE 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>	06/26/2024

**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 close supervision (Ranges A and B) or general direction (Range C and D) of a Supervising HSE I (Unit Chief) in the Site Mitigation and Restoration Program (SMRP) Schools Evaluation and Brownfields Outreach 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:

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

<b>30%</b>	<p><b>Technical Expert</b></p> <p>Reviews and/or prepares technical engineering reports and other documents including, but not limited to, Phase I reports, Preliminary Endangerment Assessments, site characterization workplans and reports, sampling and analysis plans, human health and ecological risk assessments, pilot and treatability studies, feasibility studies, CEQA documents, ARARs identification, remedy selection documents, design, implementation, completion reports, operation and maintenance plans, five-year reviews and long-term monitoring reports for compliance with approved plans. Using established regulatory screening levels, evaluates site characterization data to support engineering remedial design and implementation; reviews process flow and instrumentation diagrams, and design plans and specifications of engineering remedy; reviews remedial system optimization using value engineering and systematic approach tools; reviews 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 remedial treatment technology. Work with support staff and 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.</p>
<b>25%</b>	<p><b>Project Manager</b></p> <p>Plans and manages a workload consisting of multiple projects with sometimes conflicting deadlines to ensure all assignments are completed on time and within budget. Prepares and maintains accurate project schedules in Excel or Microsoft project schedule to facilitate allocation of resources. Prepares Responsible Party estimates for oversight costs for each assigned project and follows up with the Responsible Parties to ensure payment of invoices for billed activities. Routinely updates and maintains project information on existing sites in EnviroStor, including uploading project documents to EnviroStor on a timely basis. Meets projects deadlines through effective communication internally and externally on the status of assignments, recommendations, or issues and prepares clearly written and understandable documents. Conducts assignments in a project team environment by providing information and coordinating project work with other team members. Coordinates and participates in team-based decision-making, respectfully resolving disputes, and maintaining an environment of trust.</p>
<b>10%</b>	<p><b>Field Activities</b></p> <p>As per the project needs and technical team direction, conducts periodic oversight of field activities by planning and preparation, monitoring and collecting data using field instruments, visual inspections, including preparation of the necessary health and safety forms. Coordinates and provides frequent field oversight on construction of remedies, and remedial system operation and maintenance to ensure compliance with approved plans and applicable health and safety protocols. Documents field observation reports on findings, follows up with the project team and responsible parties for compliance, updates Envirostor database. Performs site inspections by scheduling and coordinating with parties involved, verifies and documents compliance with site order or agreement requirements, including compliance with land use covenants.</p>
<b>10%</b>	<p><b>Public Outreach</b></p> <p>Initiates work requests and coordinates public outreach activities with DTSC support staff, coordinates with other local, state, and federal regulatory agencies to assure compliance with actions being taken on 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 for reaching out communities. Work with DTSC Public Participation Specialist to prepare and participate in community meetings, workshops, teleconferences, and interviews to address community concerns and to promote transparency of DTSC's project decisions. Responds to public inquiries or complaints.</p>

<b>10%</b>	<p><b>Administrative Duties</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. Prepares weekly reports and other status reports on projects relative to the SMRP.</p>
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<b>10%</b>	<p><b>Research and Analysis</b>                  Research internal and external facility and site records to evaluate recognized environmental concerns; review other agency records for updates and potential source of chemical release; prepare summary reports documenting instances of uncontrolled release of hazardous materials. Identifies responsible parties, and drafts or coordinates preparation of Corrective Action Order/Agreements for supervisor approval, Unilateral Orders, Voluntary Cleanup Agreements, Operation and Maintenance Agreements, Consultative Agreements, Land Use Covenants, and cost recovery actions. Helps with legal proceedings and participates in negotiations and litigation, as necessary. Prepares California Environmental Quality Act (CEQA)-compliance documents, as needed, for DTSC regulatory decisions. Works in conjunction with the Office of Legal Counsel, identifies, conducts and/or reviews supplemental studies necessary to complete the CEQA-compliance documents.</p>
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**Marginal Functions (Including percentage of time):**

<b>5%</b>	<p><b>Other Related Duties</b>                  Other related duties include but are not limited to mentoring and training 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.</p>
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**Typical Physical Conditions/Demands:**

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. 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. The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping.

**Typical Working Conditions:**

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. Occasional work outside of normal work hours and overtime may be necessary. Occasional overnight travel required.

Personal Contacts

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

**Special Requirements of Position (Check all that apply):**

Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

Duties require participation in the DMV Pull Notice Program.

Performs other duties requiring high physical demand. (Explain below)

Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

Other (Explain below)

**Explanation:**  
 Enrollment in the DMV Pull Program and a valid California Driver’s License 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 also 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. Ability to understand evolving information technology industry trends and standards. Applies laws, regulations, policies, and procedures governing the management of hazardous waste in California,

**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 Statement**

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 reasonable accommodation to perform the essential functions of this position?  **YES**     **NO**

Employee Name	Employee Signature	Date

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