



Classification: Engineering Geologist
 Position Number: 880-130-3756-011

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-130-133	Classification Title: Engineering Geologist	Position Number: 880-130-3756-011
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: R09
Division/Office: Central Coast Water Board (Region 3)		Section/Unit: Site Cleanup Program / Underground Storage Tank Program
Supervisor's Name: Greg Bishop		Supervisor's Classification: Senior Engineering Geologist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Senior Engineering Geologist 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 Engineering Geologist is responsible for providing timely, technical, and professional case management involving the assessment, investigation, and/or cleanup of assigned cases in the Site Cleanup Program and/or Underground Storage Tank Program. The Engineering Geologist is required to work independently, communicate effectively, manage multiple projects and tasks, and regularly develop technical and project management skills. Proficient utilization of office equipment and the Microsoft Office suite is required daily. Field work outside the office may also be required at times.



Essential Functions (Including percentage of time):

30%	Use geologic and hydrogeologic knowledge, technical expertise and professional judgment to manage the investigation and cleanup of chlorinated solvents, petroleum hydrocarbons, per- and polyfluoroalkyl substances (PFAS), perchlorate, and other pollutants at sites that are privately or publicly owned. Provide guidance and regulatory oversight for waste discharges, to land and waters, which could impact human health and the environment, including drinking water and other beneficial uses of State waters. Interpret and apply pertinent laws, regulations, policies, and guidelines including in the Central Coast Water Board's Water Quality Control Plan, California Water Code, California Code of Regulations, and Health and Safety Code. Manage multiple projects of varying priority levels simultaneously. Review self-monitoring and technical reports to determine compliance with schedules, requirements, prohibitions, standards, and limitations set by the Central Coast Water Board and prepare documentation and follow-up responses.
25%	Evaluate and provide technical input related to subsurface investigation and remediation activities, including monitoring well design and locations, extraction and injection techniques, groundwater and vadose zone cleanup and monitoring programs. Prepare written comments on investigation, cleanup, and other technical reports. Prepare documents directing responsible parties to submit work plans and assessment reports to determine the extent pollution impacts in soil and groundwater and to clean up discharges of waste. Assess and implement projects in the context of the needs to maintain or achieve Central Coast Water Board cleanup objectives and organizational goals in an efficient and effective manner.
25%	Prepare monitoring and reporting programs and review the data submitted to determine adequacy of the investigations and cleanups. Prepare directives and orders to apply pertinent laws, regulations, policies, and guidelines. Evaluate and track compliance with all directives and orders pertaining to assigned cases. Prepare accurate and complete documentation in the form of memos, correspondence, and technical reports. Update relevant databases, including GeoTracker, for required minimum fields and other case-management-related details. Provide regulatory input in areas of expertise and assist engineers and geologists in reviewing proposals to investigate and remediate hazardous waste degraded sites. Follow up on discharger non-compliance, and prepare, implement, and track enforcement, complaints, and cleanup. Participate in and sometimes lead meetings with responsible parties, consultants, and representatives from partner agencies. Prepare staff reports and presentations for Central Coast Water Board meetings and other venues.



Classification: Engineering Geologist
 Position Number: 880-130-3756-011

Marginal Functions (Including percentage of time):	
10%	Collect samples, perform field investigations, and meet with responsible parties, consultants, and partner agencies. Conduct field inspections, review and analyze technical data, evaluate laboratory procedures, field techniques, work plans, site assessments, and operation plans prepared by others. Prepare inspection reports and other follow-up tasks as appropriate. Document complaints and incidents involving hazardous waste. Participate in meetings and training as opportunities and needs arise.
5%	Respond to public inquiries in a timely manner, including in-person visits, telephone calls, emails, and letters. Conduct public outreach and community engagement. Prepare news releases, participate in media interviews, and prepare exhibits. Participate in Central Coast Water Board hearings and public meetings as a representative of the Central Coast Water Board, as appropriate.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to move 25 pounds, bend and reach above shoulders to retrieve files and/or documents. The job also involves occasional fieldwork, including the need to navigate uneven, rugged terrain for extended periods of time, sometimes in extreme temperatures, and to operate a motor vehicle.

Typical Working Conditions:

The incumbent works in an enclosed cubicle (which may be non-windowed) in an office building in San Luis Obispo, California. The office is a smoke-free environment. The operational needs of the position require an in-office or hybrid work location. The work schedule is Monday through Friday. Occasional travel and overnight stays may be required.



Classification: Engineering Geologist
Position Number: 880-130-3756-011

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