



Classification: Senior Engineering Geologist
 Position Number: 140-3751-011

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-140-090	Classification Title: Senior Engineering Geologist	Position Number: 880-140-3751-011
Incumbent Name: Vacant	Working Title: UST Los Angeles River Unit Supervisor	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: S09
Division/Office: Los Angeles Regional Office		Section/Unit: Underground Storage Tank and Oil and Gas Section
Supervisor's Name: Yue Rong		Supervisor's Classification: Environmental Program Manager I (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of an Environmental Program Manager (EPM I) 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 incumbent plans, organizes, directs, and coordinates the work of a multi-disciplinary staff engaged in the regulation of unauthorized releases to land or groundwater associated with leaking underground fuel storage tanks and oil and gas fields, typically provides supervision to staff work in environmental data evaluation, remediation technique evaluation, and geotechnical, hydrogeological, and regulatory activities related to groundwater and soil assessment and cleanup, and oil and gas field water quality monitoring. Report writing and presentation skills are required. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.
Essential Functions (Including percentage of time):



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40%	Directs, reviews, and coordinates Los Angeles River UST Unit staff activities related to decisions on simple to complex soil and groundwater investigations designed to assess the environmental impacts from leaking underground fuel storage tanks and oil and gas fields. Evaluates geology and hydrogeology reports relating to the design and operation of site remediation and cleanup projects, and oil and gas fields for the protection of water quality. Reviews staff work products for technical, policy and grammar and provides guidance to staff. Monitors staff performance and productivity and provides guidance and feedback.
35%	Prepares technical correspondence, work summaries, and progress reports. Based upon best professional judgment in geology and hydrogeology and appropriate regulations, recommends follow-up actions and oversees the preparation of background summaries, necessary correspondence, reports, and enforcement actions, such as Health and Safety Code Orders and Clean Up and Abatement Orders, and Administrative Civil Liability Complaints. Prepares and makes oral reports and presentations to the Regional Board and the public, and conducts tasks related to public participation and other duties as required.
10%	Maintain cooperative working relations with those contacted during the course of the work. Participates in meetings and assignments with other geologist, engineers and technical staff from public agencies, dischargers, and consultants, to discuss requirements for assessment and proposed cleanup and/or remediation measures, proposed actions, and time schedules.
10%	Coordinates with other Units at the Board, such as Site Cleanup, Planning, Enforcements, to provide assistance in developing regulatory/technical requirements and enforcement actions. Maintain and upgrade the GeoTracker and LUSTIS database for staff use or public distribution related to UST Program. Maintain and upgrade GIS system to aid prioritizing UST and Oil and Gas sites.

Marginal Functions (Including percentage of time):

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. The work schedule for the incumbent is a hybrid schedule with a minimum of two in-office days a week. The presence in the office is subject to operational needs and may change per management direction. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs., standing/sitting for long periods of time, etc.

Typical Working Conditions:



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The incumbent works on the 2nd floor of an office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

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