



Classification: Engineering Geologist  
 Position Number: 880-155-3756-030

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-155-059	<b>Classification Title:</b> Engineering Geologist	<b>Position Number:</b> 880-150-3756-030
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Engineering Geologist	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full time	<b>CBID:</b> R09
<b>Division/Office:</b> Central Valley Regional Water Quality Control Board/Fresno		<b>Section/Unit:</b> Confined Animal Facilities
<b>Supervisor's Name:</b> Balraj Tammali		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the close supervision of a Senior Water Resource Control Engineer 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.
<b>Position Description</b>
The Engineering Geologist (EG) is required to work independently, communicate effectively, and perform multiple tasks of the Central Valley Water Board's Confined Animal Facilities (CAF) Unit. Some of the tasks assigned to the CAF Unit include: reviewing applications (i.e., Reports of Waste Discharge) for waste discharge requirements permits; conducting and documenting CAF site inspections; reviewing various technical reports consisting of but not limited to annual reports for the CAF operation and lined pond workplans, post construction reports, and fill reports; preparing and reviewing California Environmental Quality Act (CEQA) documents; responding to public inquires; and presenting at board meetings. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The EG drives to conduct CAF site inspections both announced and unannounced as required.



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

35%	Conduct compliance and complaint inspections of assigned cases, including sampling, as needed. Complete inspection reports in a timely manner, typically within one week of the inspection. Sampling may include individual or split samples of: water from wells; surface water; solid waste; sludge; manure; storm water runoff; or any other wastes discharged to land, surface water, or a waste disposal or treatment unit. Inspect all aspects of the facility operation that may have an impact on water quality or are covered by waste discharge requirements (WDRs) or regulations.
35%	Perform office and field reviews of assigned facilities. Using geological engineering judgment, and technical data from observations, self-monitoring reports, and sampling, ascertain dischargers' compliance with basin plan, WDRs, Regional and State Water Board policies and regulations. Review groundwater monitoring work plans and monitoring results of assigned cases to determine compliance with WDRs. Evaluate geological and engineering data relating to the design and performance of process wastewater pond liner work plans, post construction quality assurance reports, and pond fill reports as assigned facilities. Evaluate sampling points and laboratory techniques. Perform geological engineering and technical reviews on matters relating to liner and cover construction, soil characteristics, waste constituent loading, groundwater hydrogeology, and receiving water assimilative capacities of assigned cases. Using geological engineering judgment, prepares all necessary documentation such as letters, memorandums, reports, and enforcement orders resulting from evaluation of an assigned technical report.

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

10%	Enter and update records of assigned cases into California Integrated Water Quality System (CIWQS) database and other tracking systems. Maintain the accuracy of the data in the various database tracking systems. Assemble and provide file records for Public Records Act Requests. Maintain case files, including filing reports and correspondence; maintaining document integrity; determining which items should go into the files; maintaining bound reports; initiating requests to make up new case files; forwarding items in a timely manner; keeping files available to staff and the public; and properly routing documents to the files.
10%	Monitor compliance of assigned cases with requirements imposed by waste discharge requirements, monitoring and reporting programs, enforcement orders, and correspondence. Investigate noncompliance and recommend appropriate follow-up action, including enforcement. Prepare informal and formal enforcement letters and orders for cases of non-compliance.
5%	Review assigned reports of waste discharge and prepares individual WDRs. Periodically reviews adequacy of individual WDRs of assigned cases. Assist in preparing general WDRs for multiple dischargers with similar waste and operational characteristics. Participate in meetings with representatives of other agencies, local governments, dischargers, consultants, and the general public. Present staff oral reports to the Regional Water Board or other organizations as needed. May serve in a lead capacity role over other Engineering Geologists or other professional or technical employees.
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 desk, utilize a phone, and type on a keyboard for extended periods of time. 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, transport more than 50 lbs, standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The incumbent works in a single-story office building in Fresno, in a cubicle or an enclosed, non-windowed office, in a smoke-free environment. The work schedule is Monday through Friday. Evening and weekend work may be necessary at times. 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