



Classification: Engineering Geologist
 Position Number: 880-140-3756-056/057

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-140-15/018	Classification Title: Engineering Geologist	Position Number: 880-140-3756-056/057
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full time	CBID: R09
Division/Office: SWRCB-LA		Section/Unit: TMDL, Wetland and Riparian Protection
Supervisor's Name: Celine Gallon		Supervisor's Classification: Senior Environmental Scientist

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the close supervision of a Senior Environmental Scientist 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



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The Engineering Geologist performs critical work in the Clean Water Act (CWA) Section 401 Certification and Waste Discharge Requirements Program (Dredge or Fill Permitting Program). Using knowledge of geomorphological, fluvial, and erosion processes, and in accordance with Water Board plans, policies and procedures, the Engineering Geologist performs tasks necessary to regulate dredging or fill and excavation projects which may impact state waters to ensure protection of beneficial uses, with an emphasis on maintaining and restoring the physical and biological integrity of the Los Angeles Region's waterbodies. The Engineering Geologist is required to work independently, communicate effectively, manage multiple tasks and complete satisfactory work in a timely manner. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The Engineering Geologist is regularly required to perform site inspections.

Essential Functions (Including percentage of time):

40%	Assist the public in submitting applications for dredge or fill permits. Critically review applications for accuracy, completeness, and consistency with the Water Quality Control Plan for the Coastal Watersheds of Los Angeles and Ventura Counties (Basin Plan), the Clean Water Act, Porter-Cologne Water Quality Control Act, the State no net loss policy and other statutory, regulatory, and policy requirements. Information to be reviewed may include California Environmental Quality Act (CEQA) documents, hydrology reports, geomorphology reports, engineering diagrams, scour analysis, aquatic resources jurisdictional determinations, wetland delineations, California Rapid Assessment Method (CRAM) assessments, and mitigation and monitoring proposals. Coordinate with the U.S. Army Corps of Engineers, the California Department of Fish and Wildlife and other public agencies in conducting site inspections and in the review and processing of project applications. Develop and recommend conditions for dredge or fill permits, including Best Management Practices (BMPs) and mitigation and monitoring requirements. Draft enforceable permits for dredge or fill activities as needed to ensure projects will not exceed water quality objectives and will be implemented in accordance with relevant requirements.
20%	Manage active permits. Respond to requests from permittees. Review submitted reports and conduct field inspections as needed to determine compliance with dredge or fill permits. Perform compliance monitoring of Best Management Practices (BMPs), mitigation/restoration, and related conditions required by dredge or fill permits. Employ standard field safety practices when traveling and working outside the office. Prepare inspection reports.
15%	Working with management and the Enforcement section, assist with enforcement actions as necessary by attending meetings, developing Notices of Violations, Administrative Civil Liabilities, Clean-up and Abatement Orders, participating in Board presentations, etc.
10%	Maintain program databases and filing systems consistent with internal procedures. Perform administrative work as directed. Write draft and final reports; prepare technical correspondence.



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5%	Provide technical assistance to Board staff as directed by the Senior Environmental Scientist. In particular, provide assistance in the analysis of potential stream erosion impacts due to proposed fill and excavation or dredging projects and in the review of geologic technical reports.
5%	Participate in technical meetings and presentations to the Board, complete job-related and job-required training as needed, and respond to customer service inquiries.

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. Bend and reach above shoulders to retrieve files and/or documents. Occasionally (10%), navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday.

Typical Working Conditions:

The incumbent works on the 2nd floor of a high-rise office building in downtown Los Angeles in an office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The incumbent may partially telework based on Unit needs and in-office telework requirements. 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