



Classification: Senior Engineering Geologist  
 Position Number: 880-120-3751-004

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-120-035	<b>Classification Title:</b> Senior Engineering Geologist	<b>Position Number:</b> 880-120-3751-004
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> North Bay Section Leader	<b>Effective Date:</b> October 2024
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> S09
<b>Division/Office:</b> San Francisco Bay Regional Water Quality Control Board (Region 2)		<b>Section/Unit:</b> Toxics Cleanup Division; North Bay Section
<b>Supervisor's Name:</b> Alec Naugle		<b>Supervisor's Classification:</b> Supervising Engineering Geologist

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

<b>General Statement</b>	
Under the general direction of a Supervising 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.	
<b>Position Description</b>	
The incumbent directs the activities of the Division's North Bay section. The section consists of technical staff responsible for managing projects in the Water Board's Underground Storage Tank Program and Site Cleanup Program. The projects involve investigation and cleanup of toxic pollutants in the environment. The position also includes program management of the Underground Storage Tank Program.	
<b>Essential Functions (Including percentage of time):</b>	
45%	Assign, monitor, and review staff work to assure consistency with Water Board policies and practices. Use geological and technical judgement to review, direct, and guide staff's work, communicate feedback, and manage program performance to restore and protect water quality, beneficial uses, and human health consistent with division and program priorities.



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	Ensure that staff manage investigation and cleanup projects by scoping, planning, tracking, and communicating with external stakeholders. Establish and track section goals, review staff workplans and development plans, and manage staff performance.
35%	Communicate orally and provide written correspondence regarding projects via email with external stakeholders, peers, and management. Using geologic knowledge and technical expertise, develop written reports and power point presentations and attend meetings with peers, supervisors, management, and external stakeholders. Provide status of tasks or projects, share technical and regulatory information, seek input, and facilitate and support decisions surrounding the regulatory oversight of investigation and cleanup projects. Using sound geologic logic and professional judgment, coordinate with specialists and other supervisors/managers to implement guidance and best practices. Work collaboratively in groups internally and with external stakeholders to develop technical, regulatory, and procedural recommendations for projects and issues.

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

10%	Oversee staff development of orders, directives, Board/Executive Officer reports, enforcement actions, etc. Identify responsible and interested parties, coordinate with legal counsel, review and respond to comments, prepare Board items and prepare administrative records. Attend and present at public or community meetings that may be held during or after regular business hours.
5%	Ensure that staff are properly trained to conduct field work and site inspections necessary to providing effective regulatory oversight. Ensure that staff maintain necessary health and safety training (e.g., OSHA HAZWOPER).
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of an agency-provided personal computer and the ability to sit/stand at desk, communicate regularly through Microsoft Teams, 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, carry more than 50 lbs., standing/sitting for long periods of time, etc.

**Typical Working Conditions:**

The standard work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year when the department is mission tasked. Travel may be required locally and within the state.

**Supervisor Statement**



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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