



Classification: Engineering Geologist
 Position Number: 880-130-3756-035

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-130-045	Classification Title: Engineering Geologist	Position Number: 880-130-3756-035
Incumbent Name: Vacant	Working Title: Engineering Geologist	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Region 3 / Central Coast Water Board		Section/Unit: Permitting Section / Waste Discharge Requirements
Supervisor's Name: Jennifer Epp		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval: <i>Nina Lopez</i>	Date: 11/18/2024

General Statement
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.
Position Description
The Engineering Geologist is expected to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. Must possess a valid driver's license and be able to operate motorized vehicle to inspections sites.



Essential Functions (Including percentage of time):	
20%	Write permits (and enroll facilities in general permits) for facilities that discharge industrial, municipal, and domestic wastewater to land (and subsurface) such as wastewater treatment plants, onsite wastewater treatment systems, wineries, fruit and vegetable processors, recycled water projects, managed aquifer storage and recovery projects, and pesticide and fertilizer handling facilities for the protection of groundwater quality. Analyze existing and proposed projects and data with respect to the discharge of wastewater to land's impact on groundwater quality and compliance with Central Coast Water Board Basin Plan water quality objectives. Develop and apply limits to wastewater discharges. Assess impacts to groundwater by wastewater discharges. Apply hydrogeology and groundwater principles to analyze groundwater monitoring programs, well data, and engineering designs and plans. Identify appropriate groundwater monitoring and assessment techniques and interpret groundwater models. Evaluate impacts of climate change and adaptation measures for existing and proposed facilities.
20%	Interpret and apply pertinent laws, regulations, policies, and guidelines; review compliance with permit requirements of assigned facilities; prepare accurate and complete documentation in the form of memos, correspondence, and engineering reports; and maintain cooperative and productive relations with the public.
20%	Use sound engineering geological judgment, follow up with discharger non-compliance, and prepare, implement, and track enforcement, and complaints. Prepare enforceable letters, reports, and orders; meet with the discharger relative to enforcement; field investigations; report and file reviews; prepare materials for Water Board meetings; and referrals to the State Attorney General. Provide compliance assistance to permittees.
15%	Arrange necessary meetings, provide necessary correspondence, and develop and finalize reports that are adequately supported by and compliant with the California Water Code. Prepare presentations and related documentation for Regional Board presentations and other public presentations.
10%	Travel, as necessary and as efficiently as possible to collect samples, conduct site inspections, and meet with responsible parties, consultants, and agencies. By means of field inspections and review of technical data, determine compliance with Water Board wastewater permits and the California Water Code. In doing so, use knowledge of water quality, pollutant transport, hydrogeology, chemistry, and fundamental principles of engineering geology. Occasional overnight travel may be required.



10%	Interact with Water Board staff and the public in a courteous, collaborative, and professional manner. Respond to public inquiries, such as requests for permitting information, file review requests, as well as other telephone calls, emails, and letters. Responses to public inquiries shall be timely, complete, and accurate. Participate in media inquiries, prepare presentations and participate in Water Board meetings, and participate in public activities as a representative of the Water Board. Ensure that Water Board databases and filing systems (e.g., California Integrated Water Quality System (CIWQS), Electronic Content Management (ECM), and GeoTracker) are up to date for all assigned facilities.
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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 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. During field work, the job requires the navigation of uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, standing/sitting for long periods of time and the ability to lift 20 pounds, bend and reach to load equipment in and out of vehicles.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, 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. Travel will be required locally and within the state including overnight stays.

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
Jennifer Epp		
Employee Name	Employee Signature	Date