

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Engineering Geologist (Specialist)	43/Env Analysis/Haz Waste, Air, Noise & Paleo Office	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Engineering Geologist	913-140-3751-911	03/01/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, Hazardous Waste, Air, Noise & Paleontology Office, the Senior Engineering Geologist is responsible for developing policies and guidance related to effective management of hazardous waste and substances during transportation project delivery and at Caltrans owned facilities as well as management of paleontological resources. Typical activities include developing policies and tools related to management of chemical pollutants, contaminated right of way, superfund sites, underground storage tanks (USTs), aerially deposited lead (ADL), naturally occurring asbestos (NOA), treated wood waste, landfill disposal etc. In addition, the incumbent in this position functions in a multi-disciplinary role and provides expert technical advice and recommendations to Caltrans staff statewide regarding the engineering geology and hydrogeologic aspects of subsurface and groundwater and hazardous waste/contamination issues encountered during project delivery. Possession of a valid certificate of registration as a geologist or geophysicist issued by the California Board of Geologists and Geophysicists is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
20%	E	Develop standard specifications and approve non-standard specifications related to hazardous waste contamination and paleontological resources in support of project delivery. Coordinate with the Division of Engineering Services, HQ programs and districts regarding development of standard specifications and approval of non-standard specifications.
20%	E	As the Program Advisor for the SHOPP 201.330 Program review Project Initiation Documents and recommend approval of SHOPP amendment requests for hazardous waste mitigation projects. As an A&E contract manager provide overall coordination and direction when developing, implementing and renewing hazardous waste investigation, monitoring and mitigation contracts and interagency (Department of Toxic Substances Control and Department of Conservation) agreements. Develop department wide strategies for identifying appropriate evaluation methods for soil and groundwater pollution and investigating treatment options for soil and groundwater contamination.
20%	E	Provide technical consultation to district environmental staff on hazardous material/waste and paleontological resource issues during the project delivery process. This includes conducting independent quality assurance (IQA) activities for technical reports and draft environmental documents, developing and conducting hazardous waste and paleontological trainings and coordinating with district staff to ensure hazardous waste issues are adequately addressed. This also includes evaluation of contaminated property acquisition requests and providing acquisition response.
20%	E	Develop and maintain policy and guidance documents for hazardous waste and paleontological resource management. These include updating hazardous waste guidance documents, the hazardous waste and paleontological resource chapters of the SER, Chapter 18 of the PDPM, and applicable portions of Chapter 7 of the Construction Manual, the Right of Way Manual and the Encroachment Permits Manual. Maintain the technical content of the Division of Environmental Analysis hazardous waste and paleontological resources web pages.

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15%	E	Negotiate permit, variance and compliance requirements for Caltrans with regulatory agencies such as the Department of Toxic Substances Control, State Water Resources Control Board and local agencies. Work with Legal and Project Management to develop and maintain standard language for hazardous materials used in cooperative agreements. Participate in negotiations with partners to develop specialized language for unique situations. Review and approve hazardous material language and supporting disclosure documentation for relinquishment agreements. Work with legal staff to represent Caltrans technical interests and participate in superfund responsible party discussions.
5%	M	Provide analysis of proposed legislation and regulations in regard to paleontological resource and hazardous waste/materials issues. Assist with other activities as needed.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise staff but may act as lead with District and/or Headquarters personnel at various levels in special studies or in conjunction with consultant and university contracts or implementation of training related to hazardous waste/materials matters and paleontological resources.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: An in-depth knowledge of Caltrans' major activity areas and organization, Departmental policies and financial constraints. The position requires knowledge of state and federal hazardous waste laws, paleontological regulations, and investigative procedures; contract administration, and project development procedures. Must have or be able to quickly learn a working knowledge of organizational relationships and engineering functions both within and outside Caltrans that pertain to planning, design, construction, operation, and maintenance of transportation facilities.

Abilities: Must possess the ability to take the initiative in problem solving, provide leadership and guidance to others, to plan and conduct hazardous waste and paleontological resource environmental studies, and coordinate the work of others engaged in these studies, analyze data and report the results. The person in this position must be able to prepare reports and correspondence and be capable of effective verbal and written communications with the public, departmental staff, and professional peers; must be able to represent the goals and objectives of the Department in public hearings on hazardous waste/materials and paleontological resource matters; must be able to negotiate hazardous waste investigations and cleanups with state and federal regulatory agencies; must be able to judge work quality and performance; and must be able to interpret departmental policy and recommend appropriate action to be taken.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Engineering Geologist is responsible for independent action in carrying out the assigned duties. As a technical expert he/she is expected to routinely make final decisions on questions raised either verbally or in memos from the Districts and in providing professional advice and accurate and thorough recommendations on hazardous waste related construction issues, investigation and remediation issues, and paleontological resource impacts related to the operation of the Department.

Failure to carry out these responsibilities could result in:

- inconsistent statewide decisions in the development and operation of transportation facilities
 - project delays or program failure
 - increased liability for hazardous materials/waste and paleontological resource related issues
 - unnecessary investigations, data acquisition and expenditure of funds
 - litigation that could delay and/or add substantial cost to essential projects or programs
 - loss of public confidence in Caltrans as a responsible public agency and first-rate engineering organization
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PUBLIC AND INTERNAL CONTACTS

The Senior Engineering Geologist must establish and maintain working relationships with Caltrans district management and with district planning and engineering staff; and with other disciplines in the Environmental Analysis Division; and on an as-needed basis with other Caltrans units, primarily Transportation System Information, Transportation Planning, Traffic Operations, New Technology and Research, the Engineering Service Center, Design, Construction, Maintenance, Office Engineer, Legal and the Administrative Service Center; and on a continuing basis with the California Department of

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Toxic Substances Control, State Water Resources Control Board, Regional Water Quality Control Boards, and the U. S. Environmental Protection Agency.

Arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, consultants, university personnel, professional organizations, and local, regional, state, and federal agencies, and serves as an expert witness in regard to hazardous materials/waste issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The person in this position must be willing and able to travel throughout the State to other district offices and project sites. While traveling, the person must be capable of lifting and carrying their own luggage, computer equipment and/or projectors weighing over 10 pounds. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates, and to deal with staff and other agency personnel who may be frustrated and impatient. The incumbent must be able to sit for long periods of time using a keyboard and video display monitor. Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The work environment will include office and occasionally, field environments. The work environment is fast-paced and requires considerable flexibility in managing time, priorities and assignments. It can be demanding and/or stressful. The incumbent may be required to travel to meeting facilities, and/or to projects sites. In the field the incumbent may experience all climatic conditions, including sun, wind, rain, snow, ice, or other conditions such as, dust, dirt, construction equipment, traffic, animals, insects, and loud noises. While at their base of operation, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

The incumbent may include occasional work involving investigation and/or cleanup of hazardous waste sites where the presence of hazardous substances may be known or not yet ascertained. These sites may contain chemical, physical or biologic hazards posing a possible threat to personal health and safety. Appropriate attire and conduct on these sites is required. As required by the Occupation Safety and Health Administration (OSHA) regulations, 29 CFR 1910.120, at a minimum, training in the identification, avoidance and response to site hazards as provided by the 24-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training is mandatory prior to site visits, followed by 8-hours of on-the-job, supervised field training/experience. The HAZWOPER certification shall be maintained by completion of the 8-hour annual refresher course.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE
