

Proposed

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Engineering Geologist	OFFICE/BRANCH/SECTION 07/Environmental Planning/Ofc. of Env. Engineering (OEE)	
WORKING TITLE Senior Engineering Geologist	POSITION NUMBER 907-170-3751-XXX	EFFECTIVE DATE

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 a Supervising Transportation Engineer, the Senior Engineering Geologist (SEG) is responsible for directing, managing, and delivering all aspects of Hazardous Waste assessments and studies concerning contamination in soil, soil vapor, groundwater and the remediation of contaminated sites to accommodate project needs and delivery. The SEG provides leadership and is to be versed in a broad spectrum of federal, state and local environmental and hazardous waste laws and regulations. The SEG identifies all issues, including project delivery related issues, and develops recommendations related to environmental engineering and hazardous waste. The SEG is also responsible for conducting and managing complex and difficult engineering geology evaluations, hazardous waste site assessments and investigations, and feasibility studies that are required for project delivery.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	E	Manage and deliver hazardous waste assessment and studies related to contamination in soil, soil vapor, and groundwater. Participate in task forces to assure Department's compliance with federal, state, and local environmental and hazardous waste laws and regulations. Examine and identify opportunities to optimize project development-related activities and identify conflicts for early resolution. Develop staff and assign equitable workload to staff. Plan for and monitor staff to ensure timely completion of the project. Facilitate in negotiations to resolve issues regarding project delivery schedules and budget alternatives. Develop clear procedures for hazardous waste assessment and investigation activities for contaminated properties to: facilitate staff work; and to assist Design and Structures Units by providing consistent approach to delineate the extent of contamination to avoid, remediate, or minimize impacts to the environment during construction and future liability for the state. Perform technical review of site activities to assure quality and consistency in investigative techniques and cleanups. Oversee removal action or remediation of a hazardous waste performed by responsible parties/owners at properties to be acquired. Evaluate the nature and extent of contamination in highly complex sites given the existing geologic and hydrogeologic conditions.
20%	E	Implement Project Management tools to ensure timely delivery of projects within budget and schedule. Resolve issues related to project scope, cost, schedule and resources with internal and/or external partners. Perform project management tasks such as developing project delivery schedule and resource work plans; planning, allocating, and monitoring resources, schedule, and budget; reviewing project milestones; and monitoring critical path. Perform miscellaneous administrative duties in support of the OEE. Participate in training seminars and workshops.
10%	E	Prepare cost estimates and submit justification for budget items for hazardous waste assessments and investigations. Assist in: preparation of Project Initiation Documents and Project Study Reports and Project Development Support to develop solutions for transportation problems; completion of permits; preparation of PS & E; acquisition of right of way support activities; construction; IQA by ensuring quality management practices are in place, functioning and effective, resulting in project developed in accordance with Caltrans' standards, policies, and practices; and transportation planning.
10%	E	Provide input on development and revision to State and Federal regulations. Coordinates regional input to departmental management memos and policy and procedures development. Assist and support the Office Chief in tracking, monitoring and guiding Hazardous Waste Branch staff.

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5%	M	Attend and represent the Department at various local, regional, and public meetings; build and maintain relationships within and outside of the Department, participate in selection of staff, work with employees to correct deficiencies, implement discipline procedures.
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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

The incumbent supervises, manages, and directs the work of Transportation Engineers (Ranges A through D), Engineering Geologists (Ranges A through D), Student Interns, and other technical and administrative personnel. Establish and manage an equitable balance of staff's workload and priorities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the Department's organization, policies and procedures, management tools, and must be able to act independently and possess good administrative leadership abilities as well as communication tools. The incumbent should have a wide knowledge of computer software and applications, mathematics, physics, chemistry, geology, biology, environmental engineering, highway design practices, and technical level civil engineering skills.

Must have knowledge of State and federal laws and regulations regarding the generation, management, and disposal of hazardous waste and contamination. Must understand the applicability of the laws and regulations and specifically understand the difference between federal and state hazardous waste requirements. The laws and regulations the incumbent must be familiar with include:

- * California Health & Safety Code
- * California Title 22
- * Resource Conservation & Recovery Act (RCRA)
- * Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
- * 40 CFR
- * Porter Cologne Water Quality Control Act
- * California Title 23 Waters (Division 3)
- * California Title 27 Environmental Protection (Division 2) – Solid Waste
- * Clean Water Act
- * National Pollutant Discharge Elimination System (NPDES)
- * California Title 17 Division 3 Air Resources
- * Clean Air Act
- * National Emission Standards for Hazardous Air Pollutants (NESHAP)

Must have knowledge of worker safety for activities such as property visits, site investigations, site remediation, and construction activities that generate or encounter hazardous waste and contamination. Must complete 8 hours of HAZWOPER Supervisor training and take annual refresher training. Must have knowledge of State and federal worker safety regulations including:

- * California Title 8
- * 29 CFR

Must have knowledge of Caltrans' policies and procedures regarding hazardous waste and contamination evaluation, management, disposal, and liability minimization including:

- * SER Chapter 10
- * PDPM Chapter 18
- * ROW Manual (particularly Chapters 7 and 16)
- * Construction Manual Chapter 7
- * Construction Contract Specifications Section 14-11 and associated SSPs
- * Director's Policies and Deputy Directives for hazardous materials, naturally occurring asbestos (NOA), contaminated property acquisition, and management of hazardous materials on special funded and jointly funded projects

Must have knowledge of the Department's:

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- * project development process and understand how hazardous waste and contamination are addressed at, or can impact, each stage of the process
- * environmental process (including an understanding of CEQA and NEPA)
- * right of way process
- * design practices
- * construction practices and methods.

Must have effective verbal and written communication skills.

In order to accomplish these duties, the incumbent should be capable of performing the following:

- * Interpretation of engineering and geologic conditions to assess the impacts of proposed projects on hazardous waste related issues and propose appropriate actions.
- * Exercise professional judgment and make decisions in a manner to achieve the economical, efficient and lawful accomplishment of the above.
- * Maintain cooperative and productive contacts with Departmental staff and professional peers in local, state, and federal transportation and regulatory agencies as well as those in the consulting and academic communities.
- * Analyze, write and/or assist in writing the various types of hazardous waste investigation and engineering reports required as well as hazardous waste and contamination portions of environmental documents.
- * Review and provide input on the technical portion of the Department's procedures manuals which address hazardous waste issues.
- * Participate in training seminars
- * Interact closely and efficiently with internal and external teams.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for his/her actions, decisions, quality of work and proper use of State time, equipment and materials. Errors in judgment could jeopardize not only the quality of projects but also meeting project schedules and budget. Improper and inadequate performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse actions and possible termination.

PUBLIC AND INTERNAL CONTACTS

Internal and external contacts are required on a continuing basis. Frequent contacts are required in person, in writing, by telephone and by email with personnel within the organization, engineers and planners from other agencies, private interests, political entities and the public at large.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be exposed to loud noise, moving heavy objects, standing or sitting for prolonged periods, walking long distances, manual dexterity, bending, stooping, and kneeling.

Sustained mental activity is needed for report writing and review, auditing, problem solving, analysis and reasoning.

Develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge to various responses.

WORK ENVIRONMENT

The incumbent will normally work in climate-controlled office. However, the incumbent may also travel and work at the project sites and may be exposed to dust/dirt, noise, uneven surfaces, and/or extreme heat or cold.

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.)

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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)

SUPERVISOR (Signature)

DATE