

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-7-076**

<b>CLASSIFICATION TITLE</b> Supervising Environmental Planner	<b>OFFICE/BRANCH</b> Program Delivery/Environmental	<b>LOCATION</b> Central Valley Fresno Office
<b>WORKING TITLE</b> Environmental Construction Manager	<b>POSITION NUMBER</b> 311-001-4719-xxx	<b>EFFECTIVE</b> 10/1/16

As a valued member of the California High Speed Rail Authority team, you make it possible for the Authority to complete the first High Speed Train system in California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT:**

Under the general direction of the Director of Environmental Services and coordination with the Central Valley Regional Director, the incumbent will be responsible for overseeing implementation of environmental commitments on construction projects through close coordination with Central Valley Region Construction staff and with the Program-wide Environmental Compliance Manager. The incumbent will establish solid working relationships with Construction Managers, Project Managers, Area Construction Engineers, Project Construction Management staff (PCM), Local Resident Engineers, and Construction Inspectors to encourage and assist with environmental quality. The job requires extensive travel in the Central Valley Region, and coordination with Authority staff, PCM staff, resource agencies, local governments, the public, construction contractors, and other interested parties. The incumbent is expected to manage multiple assignments, work independently and produce completed staff work.

**TYPICAL DUTIES:**

Percentage    Job Description  
Essential (E)/Marginal (M)

- 35% (E)            • Independently works with Construction staff and reviews ongoing construction of segments to promote quality and consistency with environmental commitments. Attend pre-construction and reoccurring construction meetings to address permit and environmental issues.
  
- 30% (E)            • The Environmental/Construction Liaison will ensure Environmental Compliance for Projects in the Central Valley through the review plans and specifications, change orders, contractor submittals, and other construction documents.    Oversee

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environmental staff who review the necessary environmental documentation for construction change orders consistent with CEQA, NEPA, and resources agency permits to facilitate construction projects already in progress.

- 20% (E)
  - Helps in assessing environmental impacts of construction projects on environmental resources and developing mitigation and monitoring programs as necessary. Responsible for the completing and processing of the Authority's Certificate of Environmental Compliance.
- 10% (E)
  - Coordinate with Environmental and Construction personnel to facilitate resolving environmental and construction issues.
- 5% (M)
  - Oversee inventories of natural environmental systems and cultural resources inventories, identifies research needs, performs natural resource research; prepares, reviews and processes environmental documentation for projects in compliance with all applicable local, State and Federal laws, regulations and policies.
  - Other duties as assigned

### **KNOWLEDGE AND ABILITIES:**

**Knowledge of:** Principles and concepts of natural resources and archeological resources assessment and preservation, archeological techniques and methods, as applied in a planning setting. All of the above, and principles and techniques of supervision and personnel management; differences of impacts of multimodal forms of transportation on the environment; methods of administering environmental projects and programs; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives. a broad range of state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects; familiarity with internal and external internet websites for gathering required information; the Authority's mission and goals.

**Ability to:** Adapt and apply formal natural resources and archeological research methods and principles to planning problems of an applied practical nature, . Perform all of the above and coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of interested groups and agencies into the environmental planning and analysis process; supervise others in their work; solicit necessary expertise to complete environmental studies or meet project goals; effectively contribute to the department's affirmative action objectives. Prepare, coordinate, and review environmental studies, reports, and documents in a timely manner; interpret and review construction plans and specifications; gather, analyze, and present technical data; work independently and effectively as a member of an interdisciplinary team; participate effectively as a Department representative at various meetings involving the public, public agencies and advocacy groups; use a personal computer proficiently, and communicate effectively using written and verbal skills.

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**ANALYTICAL:**

The employee must have the ability to analyze regulations pertinent to environmental impact assessment during construction projects, analyze construction project needs and goals, and prepare appropriate environmental documentation to address project impacts and to avoid delays to the project.

**SUPERVISION EXERCISED OVER OTHERS:**

This individual exercises general administrative and technical supervision over staff environmental planners, and may be a direct supervisor of environmental staff.

**PUBLIC AND INTERNAL CONTACTS:**

The position requires extensive coordination with Authority staff, PCM staff, public agency representatives, and the general public/stakeholders. The employee will be expected to establish and maintain good working relationships with construction personnel and contractors as appropriate. The exchange of clear, accurate, and concise information is required for all levels of contact to help ensure streamlining and continuous improvement. Good verbal and written communications skills are necessary.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The environmental process often controls the project development process. Environmental compliance for the rail segments must be completed in a timely manner. Failure to adequately investigate and report environmental resources could lead to legal actions against the State, interruption of project development or construction activities, and significant impacts to environmental resources. The employee must be able to manage their own time and projects to meet demanding workload and scheduling needs.

**WORK ENVIRONMENT:**

Base of operation is in the Central Valley Regional office in Fresno; however, the position requires extensive review of proposed and on-going construction sites for all train segments within the Central Valley. Work outside the office requires the ability to be exposed to a variety of climatic and geographic conditions.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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.)

Name of Employee: \_\_\_\_\_

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

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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