



Classification: Water Resource Control Engineer  
 Position Number: 23-451-010, 012, 001

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 23-451-007, 008, 009	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-451-3846-010, 012, 001
<b>Incumbent Name:</b> VACANT	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> October 2023
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-Time	<b>CBID:</b> R09
<b>Division/Office:</b> State Water Resources Control Board- Division of Drinking Water		<b>Section/Unit:</b> Valley District (2 Positions) Lassen District (1 Position)
<b>Supervisor's Name:</b> Rebecca Tabor – Valley District Steve Watson – Lassen District		<b>Supervisor's Classification:</b> Senior Water Resource Control Engineer Senior Water Resource Control Engineer

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

<b>General Statement</b>
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.
<b>Position Description</b>
The Water Resource Control Engineer (WRCE) is responsible for overseeing multiple public water systems and enforcing the federal and California Safe Drinking Water Acts. The WRCE must perform various tasks such as conducting field inspections, issuing operating permits, reviewing project plans for new facilities and system improvements, taking enforcement actions for non-compliance, and reviewing water quality data. The WRCE is responsible for delivering prompt and professional technical assistance to both the public and Division of Drinking Water colleagues, employing various communication channels, including phone, email, traditional mail, teleconferencing, and face-to-face interactions.
<b>Essential Functions (Including percentage of time):</b>



20%	Conduct on-site inspections of public water systems to evaluate the system's ability to maintain safe and reliable drinking water sources and distribution systems and meet all regulatory requirements. Physically inspect water source intakes, treatment plants, storage reservoirs, pump stations, and distribution facilities. Review operational records, procedures, submitted documents, and all required administrative programs. Gather all data necessary to update system inventory, prepare inspection reports, identify corrective actions, and update databases. Collect water quality samples and effectively communicate inspection findings with supervisors and water system personnel.
20%	Using engineering knowledge and expertise, provide technical assistance to public water systems on water quality issues, regulatory compliance issues, operational problems, and water treatment optimization. Assist in conducting investigations of water quality problems such as those resulting from chemical and bacteriological contamination of public water supplies. Attend public meetings related to specific projects or water systems. Consult with and advise water consumer groups and others on water supply, water quality, and drinking water regulatory requirements. Assist in the Division's research projects, policy development, and studies.
20%	Maintain knowledge of current and applicable State laws and regulations. Track and review water quality monitoring and water system reporting for compliance. Using engineering judgement and technical expertise, conduct enforcement activities to bring public water systems into compliance with applicable State laws and regulations. Draft enforcement letters, citations, and compliance orders for the Senior Water Resource Control Engineer's review and signature. Track compliance dates and take necessary follow-up action to ensure public water systems comply with directives of the Division. Navigate and maintain various computer databases including Safe Drinking Water Information System (SDWIS).
15%	Prepare or review reports and recommendations on permit requests for construction or modification of public water system sources, treatment plants, distribution and collection systems, and other related construction activities. Make and check engineering calculations, design drawings, and other engineering documents to ensure that water purveyors comply with good engineering practice and legal requirements. Prepare permits and permit amendments. Conduct on-site field inspections of water system facilities as part of permit application processing and other inspections as necessary in support of state-funded projects.
15%	Attend meetings and review engineering plans and specifications for proposed water system improvements, proposed State-funded projects, and proposed projects for recycled water reuse to determine compliance with health and engineering standards and regulations. Review and comment on environmental impact reports to local agencies. Review and evaluate laboratory data to assist and advise water systems in determining appropriate treatment methods to resolve water quality problems. Inspect construction sites and verify compliance with the plans and specifications to process Safe Drinking Water State Revolving Fund claims.
<b>Marginal Functions (Including percentage of time):</b>	



5%	Review Local Primacy Agency (LPA) workplans and evaluate LPA regulatory performance. Provides technical assistance to the LPA as deemed necessary or requested by the LPA agency.
5%	Perform other duties as required.

**Typical Physical Conditions/Demands:**

This job involves prolonged computer use, driving to field visits up to three to four (3-4) hours away, occasional overnight stays, and navigating challenging terrain in varying weather conditions. The incumbent must possess a valid driver's license and be able to operate a motorized vehicle.

**Typical Working Conditions:**

The incumbent works in an office cubicle on the first floor of a smoke-free building in Redding, following a Monday to Friday schedule, with potential local and state travel.

**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

**Employee Statement**

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation\*.

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES       NO

Employee Name	Employee Signature	Date