



Classification: Water Resource Control Engineer
 Position Number: 880-190-3846-057

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-190-060	Classification Title: Water Resource Control Engineer	Position Number: 880-190-3846-057
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: June 2024
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: San Diego Regional Water Quality Control Board		Section/Unit: Site Restoration and Groundwater Protection Branch/ Water Sustainability and Protection Unit
Supervisor's Name: Fisayo Osibodu		Supervisor's Classification: Senior Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

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 Boards' Strategic Plan, the Water Resource Control Engineer is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and solicit and consider internal/external customer input when completing work assignments.
Position Description
The Water Resource Control Engineer (WRCE) is responsible for performing timely and professional engineering duties including, but not limited to: conducting inspections; reviewing engineering reports, surveys, and monitoring data; preparing waste discharge requirements, water reclamation requirements, master reclamation permits, National Pollutant Discharge Elimination System (NPDES) permits, enforcement actions, Executive Officer Reports, and presentations of information to the Board. The WRCE will work to fulfill the San Diego Water Board's mission by overseeing facilities that discharge waste to land and surface waters. The WRCE must work independently, communicate effectively, manage multiple tasks, and become proficient in administrative duties including database management. Proficient use of office equipment and the Microsoft Office Suite is required.



Essential Functions (Including percentage of time):

35%	<p>Provide engineering review and evaluation of technical reports, including: engineering plans and specifications for wastewater treatment systems (e.g., on-site wastewater treatment systems) and recycled water projects (e.g., indirect and direct potable reuse projects, and non-potable use projects), agricultural operations, groundwater hydrology and water quality investigations, water quality monitoring programs, environmental planning documents, salt and nutrient management plans (SNMPs), and preliminary plans for future projects. Apply engineering methods and principles to determine consistency of technical reports with established standards for water quality, groundwater hydrology, environmental engineering, applicable regulatory criteria, and proper procedures to support sound technical conclusions. Prepare technical documentation to support objective findings and recommendations based upon a comprehensive review of available technical reports and independent research. Review engineering calculations and reports using best professional judgement in providing technical review and/or assistance on environmental impacts, beneficial uses, water quality concerns, and engineering. Review and evaluate reports of waste discharge; engineering reports, required pursuant to California Code of Regulations title 22; SNMPs; California Water Code section 13523 recommendations from the State Water Resources Control Board's (State Water Board's) Division of Drinking Water; and other technical and environmental documents submitted by the discharger or project applicant, to ensure consistency with relevant water quality plans and policies, and compliance with applicable laws and regulations. Coordinate with dischargers and project applicants, the State Water Board's Divisions of Drinking Water, Water Quality, and Water Rights, and other interested stakeholders to advise on water quality permit applications and wastewater change petitions. Perform activities related to the preparation, review, and/or update of waste discharge requirements (WDRs), NPDES permits, master reclamation/recycling permits (Master Rec Permits), notices of enrollment in statewide general orders, conditional waivers, general and individual water reclamation requirements, and monitoring and reporting programs, to ensure consistency with all relevant water quality laws, regulations, plans, and policies to protect public health and the environment. Prepare WDRs, Master Rec Permits, NPDES permits, and other tentative orders, including supporting documentation for adoption consideration by the San Diego Water Board, including stakeholder outreach, public noticing, and agenda packages. Prepare for and make logical, comprehensible, and convincing presentations at public hearings and other meetings of the San Diego Water Board, State Water Board, stakeholders, and other federal, State, and local agencies. Finalize WDRs, Master Rec Permits, NPDES permits, and other tentative orders, including supporting documents, following adoption by the San Diego Water Board. Review and finalize letters and reports produced by support staff.</p>
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30%	<p>Represent the San Diego Water Board in outreach and engagement efforts, including giving presentations, facilitating meetings and workshops, and conducting Tribal consultations. Conduct equitable community and Tribal outreach and engagement, establish and maintain partnerships, and foster open communication for voices from historically underserved communities, including conducting outreach and analyses and developing findings consistent with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the State Water Board’s Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resource management. Coordinate with the State Water Board’s Division of Drinking Water, Divisions of Water Quality, and Division of Water Rights and stakeholders on recycled water permits, consistent with the Water Boards’ racial equity resolution and related actions. Work in coordination with the State Water Board’s Office of Public Affairs to develop written statements, talking points, presentations, and outreach material for members of the news media and public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions.</p>
10%	<p>Provide engineering review and evaluation of technical reports on complex projects related to water quality planning and assessment including but not limited to SNMPs. Apply engineering methods and principles in analyzing and evaluating water quality data and the potential effects of pollutants on water quality and beneficial uses. Design and/or oversee monitoring and investigative studies to evaluate water quality and adequacy of existing policies or programs. Review, interpret, and implement applicable water quality planning laws, regulations, and programs.</p>
10%	<p>Apply engineering methods and principles when performing site inspections, field investigations, and collection of water and waste samples from specific locations and sources. Conduct field investigations and studies at sites where wastes, including toxic and hazardous waste, may be present; and prepare written reports associated with these investigations. Field investigations may include, but not be limited to, wastewater treatment plants, recycled water use sites, other industrial pretreatment sites, and municipal facilities. Field tasks may include collection of samples of water, soil, and waste contaminated with pollutants, including toxic or hazardous materials; and observing installation/operation of monitoring facilities.</p>
<p>Marginal Functions (Including percentage of time):</p>	
5%	<p>Provide engineering review and evaluation of technical reports related to enforcement activities. Apply engineering methods and principles in responding to illegal waste discharges to the lands and waters of the State. Interpret water quality data and other information to determine whether violations have occurred, then recommend and follow through on appropriate courses of action. Assess compliance through various means including review and interpretation of WDRs, NPDES permits, monitoring reports, technical reports, compliance inspections, citizen complaints, notifications from other governmental agencies, and discharger records review. Provide compliance assistance through guidance, public education, and outreach. Prepare violation notices, enforcement orders, and supporting documentation for management review and San Diego Water Board adoption.</p>



5%	Provide engineering consultation with unit supervisor and San Diego Water Board management. Implement goals of the Recycled Water Program, the Governor's Water Supply Strategy, and associated administrative processes. Assist supervisor with development of tools to improve the Recycled Water Program. Update and keep current appropriate databases (e.g., CIWQS, GeoTracker, etc.) regarding assigned work products. Review and comment on State guidance, tentative permits, and other program documents; and attend programmatic roundtable meetings. Assist with the effective coordination of work in the Water Sustainability and Protection Unit with staff assigned to other regulatory programs, and identification and scheduling of in-house technical training for staff.
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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, use a phone, and type on a keyboard for extended periods of time. Ability to bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, lift and transport more than 50 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works on the second floor of an office building in the Mission Valley neighborhood of San Diego, in an enclosed, non-windowed office cubicle in a smoke-free environment. Partial teleworking is available with fulltime teleworking available at management's discretion. The work schedule is Monday through Friday. Overnight travel may be required locally and within the state.

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 Name	Employee Signature	Date