



Classification: Water Resource Control Engineer  
 Position Number: 880-140-3846-127

**DUTY STATEMENT**

CURRENT       PROPOSED

<b>RPA Number:</b> 24-140-010	<b>Classification Title:</b> Water Resource Control Engineer	<b>Position Number:</b> 880-140-3846-127
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Water Resource Control Engineer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R09
<b>Division/Office:</b> CRWQCB-Los Angeles Region		<b>Section/Unit:</b> Site Cleanup Unit 5
<b>Supervisor's Name:</b> Bizuayehu Ayele		<b>Supervisor's Classification:</b> Senior Engineering Geologist

<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 Engineering Geologist 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 providing timely and professional regulatory oversight for the assessment and cleanup of contaminated sites and to manage each site to ensure application of State policies and guidance for the protection of human health and the environment. The WRCE works closely with dischargers, consultants, toxicologists, legal counsel, and the public to manage every phase of assessment and remediation. The WRCE supports management by providing information as requested. The WRCE communicates directives in writing, and may provide clarification by phone, email, Microsoft Teams, and in person. The WRCE is required to work independently, communicate effectively, manage multiple tasks and become proficient in the different databases used by the State to manage and share information. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.



**Essential Functions (Including percentage of time):**

45%	Function as a project manager. Request, review, and evaluate technical work plans for conducting subsurface investigations and site assessment reports for determining the extent of contamination in soil, soil vapor, and groundwater and technical reports for remedial actions. Act in an independent capacity to oversee the performance of field investigations by potential dischargers. Identify potential sources of groundwater contamination. Evaluate complex soil and groundwater cleanup work plans and reports. Upon review of the technical work plans and reports submitted by dischargers, prepare comment letters responding to the dischargers in a timely fashion. May act as a lead person and provide technical support for investigation and remediation at selected groups of impacted sites, including evaluation of remediation system design and operation, and contaminant transport modeling that estimates movement of contaminants in groundwater basins and impacts to water resources. Respond to inquiries regarding the sites being managed either by phone, email, or by formal presentations.
25%	Prepare investigation and cleanup and abatement orders when appropriate for sites requiring assessment and cleanup. Prepare enforcement orders/actions where compliance is not achieved or acceptable. Prepare cost recovery agreements for new sites. Prepare agenda items and make presentations to the Regional Board and the public as necessary. Upload and maintain GeoTracker database for their assigned cases. Organize project files well and in a timely manner. Update Site Cleanup Program (SCP) daily logs daily.
15%	Organize and participate in meetings with technical staff, representatives of dischargers and other governmental agencies, and members of the public. Provide assistance to public inquiries in a timely and professional manner and participate in meetings related to the managed project/cases. Provide Unit/Section management support as needed.
10%	Organize and conduct field investigation and facility inspections to ensure compliance of the investigation and remediation activities with approved work plans. Facilities may include sites where waste, including toxic and hazardous materials are discharged or stored. Perform emergency response to hazardous waste spills in the region as assigned.

**Marginal Functions (Including percentage of time):**

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 a desk, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Ability to drive a vehicle to conduct site inspections.

**Typical Working Conditions:**



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The incumbent works on the 2nd floor of an office building in downtown Los Angeles, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. The work schedule for the incumbent is a hybrid schedule with a minimum of two in-office days a week. The presence in the office is subject to operational needs and may change per management direction. 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