



Classification: Water Resource Control Engineer
 Position Number: 880-170-3846-004

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-170-004	Classification Title: Water Resource Control Engineer	Position Number: 880-170-3846-004
Incumbent Name: Vacant	Working Title:	Effective Date: TBD
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: SWRCB - Region 7		Section/Unit: Groundwater Protection/Land Disposal Unit
Supervisor's Name: Jose Cortez, PE		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 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.
Position Description
The Water Resource Control Engineer (WRCE) is responsible for providing timely and professional technical responses/assistance to the public and staff within the Department, by phone, e-mail, mail, and in person. The WRCE is required to work independently, communicate effectively, manage multiple cases, review monitoring reports, take enforcement actions, and become proficient in technical duties. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The WRCE drives to conduct field inspections both announced and unannounced as required.



Essential Functions (Including percentage of time):	
35%	Reviews and provides technical analysis on Reports of Waste Discharge, engineering reports, engineering designs, other technical reports, and performance criterion of municipal wastewater treatment plants, domestic wastewater treatment disposal, and other industrial facilities. Reviews and provides comments on California Environmental Quality Act (CEQA) documents. Prepares Waste Discharge Requirements (WDRs) orders for Discharge to Land program. Attends meetings, prepares engineering technical reports, and reviews and/or prepares CEQA documents, as necessary, for the development of WDRs. Responds to correspondence for assigned facilities. Provides oral and written presentations to the Regional Board and facilitates meetings with stakeholders, external and internal groups. Works cooperatively with, and is responsive to federal, state, and local governmental agencies and the public.
20%	Conducts site inspections of regulated facilities, prepares inspection reports that include sound technical and regulatory recommendations and uploads the reports into the appropriate database(s). Conducts complaint investigations to determine if nuisance or pollution conditions exist that could adversely impact water quality. Initiates informal enforcement and assists in the preparation of formal enforcement orders to resolve violation issues.
20%	Evaluates self-monitoring reports and monitoring data to ensure ground and surface waters are protected. Evaluates hydrogeological site assessments, and corrective action plans and activities. Determines facility compliance with the WDRs, Basin Plan, and other plans and policies.
Marginal Functions (Including percentage of time):	
10%	Reviews and provides technical analysis on Reports of Waste Discharge, engineering reports, geotechnical reports, engineering designs, and other technical reports, for the construction and operation of landfills, class II surface impoundments, and other designated waste disposal facilities. Prepares Waste Discharge Requirements (WDRs) orders for Land Disposal Program. Attends meetings, prepares engineering technical reports, and reviews and/or prepares CEQA documents, as necessary, for the development of WDRs.
10%	Works cooperatively with Federal, State, and Local Agencies, Municipalities, Regional and State Water Board staff in developing and implementing the State Water Board's Land Disposal and Discharge to Land programs. Attends meetings and participates in Land Disposal Roundtables.
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, utilize a phone, and type on a keyboard for extended periods of time. Ability to access and navigate several online databases, upload, and retrieve facility case files. Drive to sites throughout the Region, three to four hours away from the office. Overnight stay will, at times, be required. Navigate uneven, rugged terrain for short periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a single-story office building in the City of Palm Desert's Civic Center, in an enclosed, windowed or non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel is required locally and within the state.



Classification:
Position Number:

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