



Classification: Water Resource Control Engineer
Position Number: 880-130-3846-076

DUTY STATEMENT

☐ CURRENT

☒ PROPOSED

RPA Number: 23-130-045	Classification Title: Water Resource Control Engineer	Position Number: 880-130-3846-076
Incumbent Name: Vacant	Working Title: Water Resource Control Engineer	Effective Date: December, 2023
Tenure: Permanent	Time Base: Full Time	CBID: R09
Division/Office: Central Coast Water Board		Section/Unit: NPDES
Supervisor's Name: Arwen Wyatt-Mair		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 and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

Position Description

The Water Resource Control Engineer addresses wastewater needs, primarily in underrepresented communities, and develops, ensures compliance, and enforces permits for discharges of waste to waters of the United States. Daily proficient utilization of office equipment and the Microsoft Office Suite is required.

Essential Functions (Including percentage of time):

40%	Perform various Wastewater Consolidation related tasks: Provide technical, financial, and compliance assistance to underrepresented communities located in the Central Coast Region. Facilitate extension of wastewater services to unrepresented communities operating on septic systems. Facilitate improvements to wastewater systems serving unrepresented communities that do not meet permit requirements. Conduct research to identify unrepresented communities with inadequate wastewater systems. Evaluate wastewater management approaches to better serve the underrepresented community, such as consolidation or extension of wastewater service or construction of new or upgraded wastewater treatment facilities. Provide technical, financial, administrative, and compliance assistance to unrepresented communities to plan, develop, and implement multi-benefit projects that improve wastewater collection, treatment, reuse, and disposal to achieve water quality improvements. Serve as technical liaison between unrepresented communities and public agencies, such as the State Water Board Division of Financial Assistance. Coordinate with the Division of Drinking Water, Division of Water Rights, Division of Water Quality, and stakeholders on facility permits, consistent with the Water Boards' racial equity resolution and related actions.
30%	Perform various Wastewater Permitting related tasks: Develop individual permits and conduct general permit enrollments for facilities that discharge wastewater to protect water quality. Analyze existing and proposed projects and data with respect to the discharge of wastewater's impact on surface water quality and compliance with water quality objectives. Develop and apply limits to wastewater discharges. Evaluate impacts of climate change and adaptation measures for existing and proposed facilities.
15%	Perform various Compliance and Enforcement related tasks: Review submittals, including technical reports and database entries, to determine compliance with schedules, requirements, prohibitions, standards, and limitations. Review and analyze technical data. Evaluate laboratory procedures, field techniques, work plans, technical reports, and operation plans prepared by others. Maintain databases. Prepare appropriate written and oral comments and directives that are clear and concise on permit requirements and other reports. Provide guidance and regulatory oversight to regulated facilities. Conduct site inspections, including sample collection and preparation of inspection reports. Review and evaluate operation and maintenance of treatment facilities, monitoring reports, selected sampling points, and laboratory techniques to evaluate facilities' performance and actual or potential effects on receiving waters and risk to human health and ecological receptors. Investigate complaints and incidents involving discharges of wastes to the environment. Identify discharger non-compliance and prepare and implement enforcement actions. Duties include preparing staff letters, reports, and orders; meeting with dischargers relative to enforcement; field investigations; report and file review; and preparation of materials for board meetings, referrals to the Attorney General, and judicial proceedings. Assist with appeals. Interpret and apply pertinent laws, regulations, policies, and guidelines.



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10%	Perform various Outreach and Engagement related tasks: Represent the Central Coast 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 in compliance with Water Code section 13149.2. Conduct programmatic assessments and identify actions to implement the Racial Equity Resolution, Racial Equity Action Plan, Human Right to Water Resolution, and Climate Change Resolution in integrated water resources management. Develop talking points, presentations, and outreach material for members of the media and public. Clearly convey complex analyses and concepts to diverse audiences and respond to technical and regulatory questions. Prepare and deliver presentations and related documentation for Central Coast Water Board meetings and other public presentations.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit or stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and documents. The job also involves inspection of municipal and industrial waste treatment facilities, requiring ability to safely navigate industrial spaces with uneven terrain and stairs.	
Typical Working Conditions:	
The incumbent works in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel may be required locally and within the state.	



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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