



Classification: Senior Water Resource Control Engineer
 Position Number: 880-457-3844-003

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-457-056	Classification Title: Senior Water Resource Control Engineer (SrWRCE)	Position Number: 880-457-3844-003
Incumbent Name: VACANT	Working Title: District Engineer – Merced District	Effective Date: January 2024
Tenure: Permanent	Time Base: Full Time	CBID: S09
Division/Office: Division of Drinking Water/Central California Branch		Section/Unit: North Central Section-Section III/Merced District 11
Supervisor’s Name: Tricia Wathen, P.E.		Supervisor’s Classification: Supervising Water Resource Control Engineer

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of a Supervising Water Resource Control Engineer of the North Central Section in the Division of Drinking Water’s (DDW’s) Fresno Office with the State Water Resources Control Board (SWRCB) 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 Senior Water Resource Control Engineer (SWRCE) is expected to work independently, communicate effectively, and manage multiple tasks. Daily proficient utilization of office equipment and the Microsoft Office Suite is required. The SWRCE will maintain consistent and regular attendance, communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. Specific responsibilities include:
Essential Functions (Including percentage of time):



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45%	Supervise field engineers, other technical staff, and clerical personnel. Provide leadership and establishes program priorities in line with directives received from the Supervising WRCE, South Central Section, as well as from the program's Headquarters in Sacramento. Assign work duties, assures training of staff, provides solutions to technical problems presented by staff, evaluates the performance of staff, takes necessary disciplinary actions and assures that paperwork and other actions necessary to support the functions of the District office are completed in a satisfactory and timely manner. Review and approves work produced by staff related to sanitary survey inspections and reports, permit reports and conditions, enforcement actions and corrective action plans for compliance with the Division's practices, policies, and guidance.
30%	Advise and consult with water utility managers and operators, as necessary, to resolve problems and issues of concern. Work with representatives of local, State, and federal government agencies on issues related to the delivery of safe and potable water supplies. Participate in internal and external task forces and committees to develop regulations, guidance documents and/or other products directed at clarifying issues of concern related to the public drinking water program. Provide technical assistance to local health departments.

Marginal Functions (Including percentage of time):

5%	Prepare correspondence, reports, and other written technical documents independently and as directed by management. Direct the design and conduct of special engineering studies and investigations necessary to address specifically identified problems related to the delivery of safe and potable drinking water supplies.
5%	Supervise the unit's response to emergencies affecting public water systems, including (but not limited to): guidance to water systems on damage assessment, sample plans, public notice, engagement with CA Office of Emergency Services' Standardized Emergency Management System (SEMS); prepare situation reports and other internal communications; respond to inquiries from the news media, public officials, and other agencies; and engage with Water Board emergency operations staff and systems.
5%	Represent the Division at various meetings and/or events with members of the public, public water system officials, the media, legislators, and others interested in safe drinking water; prepares and makes presentations on a variety of health-related water supply matters.
5%	Prepare and make presentations on a variety of health-related water supply matters. Participates in Division research projects, policy development, and studies. Attends conferences, workshops, seminars, and other training opportunities for the purpose of staying educated in the latest technical developments in the water and recycled water industries.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:



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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 lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time including hiking and climbing tanks, in extreme temperatures throughout the workday, standing/sitting for long periods of time, etc. Must possess a valid driver's license and be able to operate motorized vehicle to inspections sites.

Typical Working Conditions:

The incumbent works in a state owned or leased facility, 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. Collaboration with field operation branch staff will require in-office participation with local staff once a week.

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